

## Services Guide

### Tourism Consultancy Services Regulations

mt.gov.sa

Deputyship of Regulatory Affairs and Policies

Licensing & Classification Department

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## Introduction:

The Ministry of Tourism is responsible for regulating, developing, and promoting the tourism sector in KSA, as well as enhancing its role and overcoming obstacles to growth in accordance with the Kingdom's status and values. The Ministry also aims to develop the tourism industry through integrated tourism programs and activities that will meet all tourists needs during their trip. The Ministry strives to encourage the private sector to play an important role in the development and establishment of investment tourism facilities.

Dear investor, we have developed this guide to list the procedures for obtaining licensing services for tourism consultation via the Ministry of Tourism's electronic platform for tourism activities, as well as the conditions and requirements of each procedure, based on the Tourism Law and the Tourism Consultancy Services Regulations.

## Types and categories of tourism consultancy services - Individuals

Category	Specialization	Points	Licensing points		
			Specialist	Advanced	Expert
Bachelor's degree	Related	2	Minimum licensing score  (10) points	Minimum licensing score  (15) points	Minimum score for licensing  (20) points
	Unrelated	1			
Master's degree	Related	3			
	Unrelated	2			
PhD	Related	5			
	Unrelated	3			

Type	Field of practical experience	Field of educational specialization
Accommodation facilities consultancy	Accommodation and hotel management	Tourism and hotel management
Travel and tourism consultancy	Travel and tourism service management, Tourism destination management	Tourism, Tourism management, Tourism destination management

- One year of practical experience is equal to 1 licensing point.
- The educational qualification should be issued by a Saudi college or university. The degree could alternatively be any equivalent degree issued by one of the recognized universities outside KSA.
- The educational qualification should be related to the targeted type of consultancy, except for professions specified by the Ministry, provided that the academic qualification is relevant.
- The educational experience should be approved by the competent authorities specified by the Ministry on its official website. The educational background should also be relevant to the academic qualification, and related to the targeted profession, except for professions specified by the Ministry.
- The necessary points shall be scored to obtain a license, based on educational qualification and practical experience. Scores are calculated as shown in the table below.

## First: License issuance - Individuals

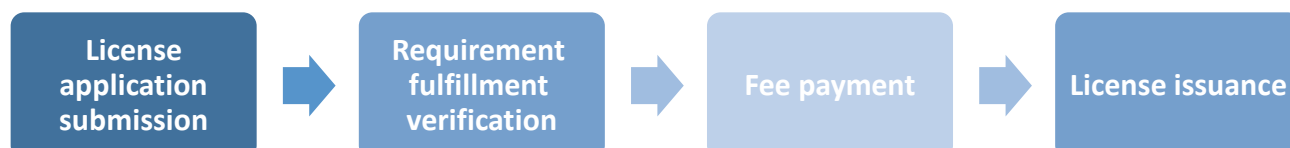
### Service description

When wishing to provide tourism consultancy services and obtain a tourism consultancy license, the following must be observed:

### Service duration

5 business days

Individuals licensing - service journey:



### 1-1 License application submission:

Visit the Tourism Activities Licensing Portal (TLG) and make sure the following conditions and requirements are met:

- 1- Applicants must fill out the tourism consultancy license application form for individuals by including the required data.
- 2- Applicants must be Saudi nationals.
- 3- Applicants must provide their curriculum vitae showing their field of expertise and administrative functions as per the expertise table.
- 4- Applicants must provide a proof of their practical expertise (GOSI license or equivalent) showing administrative and functional roles they have previously occupied.
- 5- Applicants must be able to practice tourism consultancy activities as per relevant laws and regulations.
- 6- Applicants must meet requirements related to educational qualifications and practical expertise in the requested category (page 3).
- 7- In case applicants are freelancers, they must submit a travel and tourism activity license issued by the Ministry of Tourism and an office activity record. The record should include activities that were carried out and that cover the target activity.

### 1-2 Requirement fulfillment verification:

When an application is submitted, the Ministry will check that the requirements have been met and that the educational and professional requirements are in line with what was stated in the application.

### 1-3 Fee payment:

- Applicants will be informed of the financial fees' total amount (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the application will be canceled, and applicants will be notified.
- The fees for issuing a license are based on the required tourism consultancy service category, according to the table below:

Fee (in Saudi Riyals)		
One year	Two years	Three years
750	750	750

### 1-4 License issuance:

The license will be issued by the Ministry upon receipt of payment and will be valid for a period of (3) renewable years. The license will contain the information as provided in the license application form. The licensee can print out the license through the TLG portal (there is no service for issuing a replacement license). After the license has been issued, the licensee shall abide by the following:

1. The license is issued to the licensees alone and they are not entitled to enable anyone else to use it.
2. The licensee must adhere to the field of activity specified in the license issued by the Ministry.
3. When carrying out any dealings, the data must be used in accordance with the license and its information, and it should be in Arabic or English, and follow the Hijri and Gregorian calendars.

**Visit the Ministry's website at [www.mt.gov.sa](http://www.mt.gov.sa) to view additional operation-related obligations, as well as the list of tourism consultation services in the chapter on the licensee's obligations**



## Second: License issuance - Office

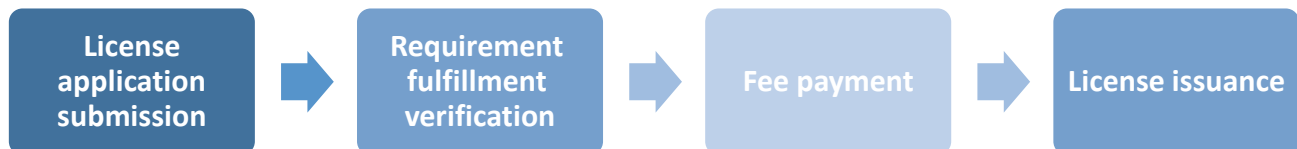
### Service description

If you wish to provide tourism consultancy services through an office, by obtaining a license for a tourism consultancy office, the following must be observed:

### Service duration

5 business days

Office licensing - service journey:



### 2-1 License issuance application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

1. Applicants must fill out the tourism consultancy license application form for offices by including the required data.
2. Applicants must submit a valid Commercial Register that includes the tourism consultancy activity, and the activity's ISIC code.
3. Applicants must show a valid MoMRAH license for establishments that fall within its jurisdiction or submit permits and approvals for locations that are out of its jurisdiction such as (Royal commission of jubail and Yanbu)
4. The applicant must provide evidence of the right to use the trademark - if any:
  - Local trademarks: A trademark authentication certificate issued by the Saudi Authority for Intellectual Property must be submitted.
  - Foreign trademarks: The trademark should be authenticated in the commercial register.
5. Applicants must submit a document proving practical expertise in the requested category as follows:
  - Saudi investors: They must submit an “Advanced or Expert” category license in tourism consultancy from the Ministry.
  - Foreign investors: They must submit a document proving practical expertise in the field of tourism consultancy spanning no less than 5 years.

### 6. Office requirements to practice the activity:

In case an office is required to practice the activity as per the required category, it shall be equipped with the following:

- Basic equipment for operation (external signboard showing the office name, desk(s) for service provision, seats for the waiting area, and air conditioning).

- Equipment safety means it is guaranteed to be free of flaws, while meeting all hygienic and safety standards and taking environmental preservation into consideration.

## 2-2 Requirement fulfillment verification:

The Ministry will verify that the requirements are met, and the validity period of the licenses submitted and issued by the relevant authorities cannot be less than (30) days.

## 2-3 Fee payment:

- Applicants will be informed of the financial fees' total amount (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the application will be canceled, and applicants will be notified.
- The fees for issuing a license are based on the requested tourism consultancy office category, according to the table below:

Fee (in Saudi Riyals)		
One year	Two years	Three years
4,000	6,500	9,000

## 2-4 License issuance:

- 1 The license will be issued by the Ministry upon receipt of payment, and it will be valid for a period of (3) renewable years. The licensee can print out the license through the TLG portal (there is no service for issuing a replacement license). After the license has been issued, the licensee shall abide by the following:
  1. The license is issued to the licensees alone and they are not entitled to enable anyone else to use it.
  2. The license needs to be made known upon entering the tourism consultancy office's main office by being prominently displayed. The licensee must put the trade name and the license number and category on its website.
  3. When carrying out any dealings, the data must be used in accordance with the license and its information, and it should be in Arabic or English, and the Hijri and Gregorian calendars. Also, the licensee may not provide services to those not licensed by the Ministry.



4. The Ministry must be notified via the TLG portal as soon as the data is updated.
5. The licensee must use the trade name and trademark in accordance with the license issued by the Ministry.

**Visit the Ministry's website at [www.mt.gov.sa](http://www.mt.gov.sa) to view additional operation-related obligations, as well as the list of tourism consultation services in the chapter on the licensee's obligations**

## Third: License renewal

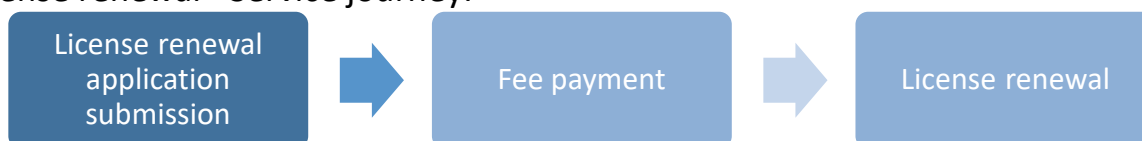
### Service description

The following procedures are required when the licensee wants to renew the license for tourism consultancy services within (60) days before the license expires:

### Service duration

Instant

### License renewal - Service journey:



### 3-1 License renewal application submission:

Visit the TLG portal and make sure the following conditions and requirements are met:

1. Applicants must fill out the license renewal form by including the required data.
2. The competent authority's license must be valid.
3. The licensee must undertake to meet the conditions and requirements based on which the license was issued.

### 3-2 Fee payment:

- Applicants will be informed of the financial fees' total amount (via the TLG portal) and will have up to (30) days to pay after receiving the notification. If payment is not received before the deadline, the license renewal application will be canceled, and applicants will be notified.
- License renewal fees will depend on the category or type of tourism consultancy license to be renewed, according to the table below:

Individuals	Fee (in Saudi Riyals)		
	One year	Two years	Three years
	No fee	No fee	No fee

Office	Fee (in Saudi Riyals)		
	One year	Two years	Three years
	2,500	5,000	7,500

### 3-3 License renewal:

After the renewal fee is paid, the license will be valid for another (3) years from the original license's expiration date.