# Supplier Registration and Qualification Requirements

**Notes:**

* + The documents must be (Valid).
	+ All documents sent must be in high quality and in PDF format.
	+ The documents and means of communication must be updated periodically and continuously.
	+ The documents required below are mandatory and not subject to exception, unless they are supported by good reasons, and their assessment is subject to the management of National Housing Company (NHC).

**Required documents for registration:**

1. Facility profile and background on the activities and accomplishments, along with prequalification and CVs of department managers, with a detailed statement of the company's structure
2. Valid license from Saudi Arabian General Investment Authority (SAGIA) (for foreign facilities located in the Saudi market)
3. Valid commercial registry/ trade license (facilities located outside the Kingdom must certify the same from the Saudi embassy in the same country)
4. Valid Chamber of Commerce and Industry membership (for local suppliers only)
5. Valid General Organization for Social Insurance (GOSI) certificate (for local suppliers only)
6. Valid Zakat Certificate (for local suppliers only)
7. Saudization certificate (for local suppliers only)
8. Statement of non-conflict of interests and valid statutory position (mandatory for real estate developers in the attached form), with details attached to any legal issues in which the applicant is a party.
9. Valid certificate for practicing the profession (for any activities and professions that require issuing a license)
10. Letter issued by a bank, certified by IBAN.
11. Audited financial statements for the last 3 financial years (mandatory for companies)
12. Partnership contract. (mandatory for companies)
13. Company's Memorandum of Association (MOA) and amended annexes (mandatory for companies)
14. Articles of Association (AOA) (for joint stock companies).
15. Credit report (for real estate developers)
16. Certificate of developers' qualification from the off-plan sales committee (WAFI). (mandatory for real estate developers)
17. Bank statement for the last 3 years. (for organizations only)
18. Valid contractor classification certificate.
19. Valid Value Added Tax (VAT) certificate.
20. Authorization for the authorized signatory from Chamber of Commerce and Industry (for facilities outside KSA, a letter certified from the Saudi embassy is presented for the authorized signatory).
21. A copy of the owner(s) ID