

June 10, 2009

**NEW PROCEDURE FOR THE CLASSIFICATION OF CONTRACTORS IN
THE KINGDOM OF SAUDI ARBIA**

EFFECTIVE IMMEDIATELY

1- The project owner, upon receiving a request from the contractor to fill out the “PROJECT QUESTIONNAIRE FORM, PQF” on his behalf, should visit one of the following web sites in order to download the PQF:

- Ministry of Municipal & Rural Affairs at <http://contractors.momra.gov.sa/Default.aspx>
- Royal Embassy of Saudi Arabia at <http://www.saudiembassy.net>
- Saudi Arabian Commercial Office, SACO at <http://www.saudicommercialoffice.com>

After filling the PQF out, the project owner must legalize it in the following manner:

A- Notarized by a Notary Public.

B- Certified by the County Clerk of the respective county where the Notary Public is commissioned.

C- Certified under the seal of the Office of the Secretary of the State where the documents originated.

D- Authenticated by the Authentication Office of the U.S. Department of State (Email: aoprgsmauth@state.gov, Phone: 202-647-5002 (Recorded message with office hours, location, and fee schedule.), TDD 202-663-3468 (For the hearing-impaired))

After receiving the PQF back from the Authentication Office of the U.S. Department of State, the project owner should hand it to the contractor **in a sealed envelop**.

2- The contractor must hand or send the sealed envelop (along with a self-addressed stamped return envelop, or an overnight express mail return slip) to be legalized by one of the Royal Saudi Consulates in the U.S.A

**Royal Embassy of Saudi Arabia
Consular Section
601 New Hampshire Ave., N.W.
Washington, D.C. 20037
Tel: (202) 944-3126
Fax: (202) 337-4084**

Royal Consulate General of Saudi Arabia One Westheimer Plaza

5718 Westheimer St., Ste. 1500, Houston, TX 77057

Tel: (713) 785-5577; Fax: (713) 273-6937

Royal Consulate General of Saudi Arabia

2045 Sawtelle Blvd.

Los Angeles, CA 90025

Tel: (310) 479-6000; Fax: (310) 479-2752

Royal Consulate General of Saudi Arabia

866 Second Avenue, 5th Floor

New York, NY 10017

Tel: (212) 752-2740; Fax: (212) 688-2719

Note: *The Saudi Arabian Consulates will legalize the PQF for \$8.00. All fees must be submitted in the exact amount. No cash or personal checks will be accepted. Payments should be made by a company's check, a cashier's check, or a money order payable to the Royal Embassy of Saudi Arabia, or to the relevant Saudi Arabian Consulate. Companies' checks, money orders or cashier's checks must be signed. Saudi Arabian Consulates will not return any documents sent in by mail without a self-addressed stamped envelope or an overnight express mail return slip. Documents presented by hand will only be released upon presentation of the consular receipt.*

3- The relevant Royal Saudi Consulate will open the sealed envelop, certify the PQF, and return it to the contractor **in a sealed envelop**.

4- The contractor should send the PQF **in the sealed envelop** to the agency for contractors' classification, Saudi Ministry of Municipal & Rural Affairs at the following address:

**MINISTRY OF MUNICIPAL & RURAL AFFAIRS
DEPUTY MINISTRY FOR CONTRACTOR CLASSIFICATION
P.O. Box 955
Riyadh, 11136
KINGDOM OF SAUDI ARABIA**