



# Online company registration service User's Guide

## Service link

To start the service please click on the following link : [Start Service](#)

## Description

A free e-service that enables companies to create an electronic account by entering company data and numbers of operating permits and environmental permits for the company, and enables them to use the electronic services of the Industrial Inspection and Pollution Control Department available on the ministry's website to renew/issue operating permits and submit environmental reports and others

## Requirements

- The applicant must be one of the authorized signatories registered in the company's records
- To be logged in through the national authentication system from the ministry's website
- Enter the commercial registration number to search for company data
- Enter the data of environmental permits or operating permits for the company

## Attachments

- A copy of all operating permits that were entered during the account creation process
- A copy of all environmental permits that were entered during the account creation process

## Steps

- After clicking the [service link](#) and reviewing the requirements and conditions of the service, please log in through the national authentication system
- After logging into by national authentication system, a commercial registration number must be entered as follows:
  - The applicant must be the owner of the company or one of those authorized to sign in the company's records. The commercial registration number must not be previously registered
  - That there is no application for registration under procedure with the same commercial registration number
- After the company's data is retrieved, the environmental permits or the operating permits of the company are entered and the validity of the entered data is acknowledged (***an unlimited number of permits can be added***)
- You must enter a user name and email that are not previously registered and add a password that will be used later to log into the account
- A PDF copy of the operating and environmental permits entered during the previous steps must be attached, bearing in mind that the attached files do not exceed more than 16 MB (***You can add an unlimited number of attachments, provided that the size of the attachments does not exceed the allowed limit***)
- After completing an application, your application will be reviewed and the customer will be notified of approval or rejection