



**Implementing Regulations of the
Off-Plan Sale and Lease of Real Estate Projects Law**

Shawwal ١٤٤٥H – April ٢٠٢٤



Article ١

In these Implementing Regulations, the following words and phrases shall have the meanings assigned thereto in the Law unless the context requires otherwise. The following terms, wherever mentioned in these Regulations, shall have the meanings assigned thereto:

REGA: Real Estate General Authority.

Board: REGA's Board of Directors.

Article ٢

Subject to Article ٤ of the Law, REGA shall oversee the regulation of the sale and lease of off-plan real estate projects, including:

١. Issuing procedural guidelines for the sale and lease of off-plan real estate projects, as per the Law and Regulations.
٢. Issuing decisions to implement its authority under the Law and Regulations.
٣. Registering real estate developers in accordance with the Law and Regulations.
٤. Licensing real estate projects in accordance with the Law and Regulations.
٥. Monitoring and inspecting all relevant business activities.

Developers' Register

Article ٣

١. A legal person shall meet the following conditions to register in the developers' register:
 - a. Have a valid commercial register.
 - b. Obtain a minimum of ٣٥ out of ١٠٠ points, as per the table in Article ٥ of the Regulations.
٢. A natural person, to register in the developers' register, shall score a minimum of ٣٥ out of ٥٥ points, as per the table in Article ٥ of the Regulations.
٣. A developer may request a re-evaluation of his score in the developers' register if his capabilities improve after registration.
٤. A developer's registration shall be suspended if he no longer meets the minimum evaluation criteria. In such a case, the developer shall be granted a grace period of three months to rectify the situation. If he fails to do so within the specified period, his registration shall be canceled.
٥. Registration suspension or cancellation under this Article shall not affect projects already licensed for off-plan sale or lease.

Article ٤

The developers' register shall include the following information:

١. The developer's name, commercial register data, capital, national address, and contact information of his legal representative.
٢. The developer's organizational structure, including basic functions.
٣. Names of completed or ongoing real estate projects and their values.

Article ٥

١. The eligibility of legal persons for registration in the developers' register shall be assessed according to the following criteria:

Criterion	Requirements	Evaluation Method	Weight	Type
I. Financial Capabilities				
Financial statements by a chartered accountant	١. For new establishments within the last year, a financial statement is required. ٢. For establishments of at least one year but less than two years, financial statements for one fiscal year are required. ٣. For establishments of two or more years ago, financial statements for two consecutive fiscal years are required. *Financial statements: Current assets, cash liabilities, profit and loss	Liabilities less than ٢٠% of total assets: ٢٠ points Liabilities more than ٢٠% and less than ٨٠% of total assets: ١٥ points Liabilities more than ٨٠% and less than ١٠٠% of total assets: ١٠ points Liabilities more than/equal to total assets: ٥ points	٢٠	Mandatory
Commercial certificate	A certificate issued by a licensed credit services provider, confirming the applicant's credit integrity, provided that the certificate issuance date does not exceed three months from the application date.	- No lawsuits: ٢ points - No bounced checks: ٤ points - No overdue financial obligations: ٤ points	١٠	Mandatory

II. Technical Capabilities				
Statement detailing completed projects, accompanied by proof of completion	<p>Real Estate Development Projects: Development projects categorized by type, as follows:</p> <p>Residential: Each project shall comprise a minimum of (١٠) residential units.</p> <p>Non-residential (industrial, commercial, offices, etc.): Each project built-up area shall be (٢,٠٠٠) square meters or more.</p> <p>Infrastructure Development: Each project area shall be (٥٠,٠٠٠) square meters or more.</p>	Each real estate development project implemented within the last (١٠) years: ١٠ points	٣٠	Optional
	<p>Statement detailing the methodology adopted in each project, including:</p> <p>١. A brief about the project and its data, outlining the project area, type, purpose, and plan.</p> <p>٢. Description of software used in project management to monitor progress, including, but not limited to, Microsoft Project, Primavera, etc.</p> <p>٣. A summary of the project feasibility study, covering estimated costs and anticipated revenues.</p> <p>٤. The structure of the project team.</p> <p>٥. The project timeframe.</p>			
The methodology adopted in the implementation of a completed project		<p>Each requirement: ٢ points</p> <p>Full compliance with requirements: Full points.</p>	١٠	Optional

III. Corporate Capabilities and Human Resources				
Organizational structure	Approved organizational structure of the establishment	Approved organizational structure: Full points.	١	Mandatory
Work regulations	Work regulations formally approved by the Ministry of Human Resources and Social Development	Approved work regulations: Full points.	٣	Mandatory
Occupational safety and health regulations	OSH regulations approved by the authorized person in the establishment or ISO ٤٥٠٠١ Certificate	ISO ٤٥٠٠١ certificate or OSH regulations approved by the authorized authority in the establishment: Full points.	٣	Mandatory
Saudization rate	Localization certificate issued by the competent authority	Saudization certificate: Full points.	٢	Mandatory
Social insurance certificates and list of on-the-job subscribers	Registration certificates issued by the General Organization for Social Insurance.	Number of employees (١-٥): ١ point Number of employees (٦-٤٩): ٢ points Number of employees (٥٠ or more): ٣ points	٣	Mandatory
Completion of REGA-approved qualification program	Completion of qualification program by the establishment's owner, manager, or employees on the list of on-the-job subscribers	Completion by one person: Full points.	٣	Mandatory
Certificate by Zakat, Tax and Customs Authority (ZATCA)	Valid Zakat return certificate	The commercial register number corresponds to the valid registration certificate: Full points.	٥	Mandatory
Number of engineers employed by the establishment	Engineers employed by the establishment and certified by the Saudi Council of Engineers	(١-٢) Engineers: ٢ points (٣-٩) Engineers: ٣ points	٥	Optional

		(١٠ or more) Engineers: ٥ points		
Social responsibility programs	Programs approved by the establishment.	Approved program: Full points.	٥	Optional
Total			١٠٠	

٧. The eligibility of natural persons for registration in the developers' register shall be assessed according to the following criteria:

Criterion	Requirements	Evaluation Method	Weight	Type
Completion of real estate developer qualification program	A certificate of successful completion of the training program accredited by the Saudi Real Estate Institute.	Certificate of completion: Full points.	١٠	Mandatory
Statement of projects completed by the natural person, accompanied by proof of completion	Real Estate Development Projects: Development projects categorized by type, as follows: ١. Residential: Each project shall comprise a minimum of (three) residential units. ٢. Non-residential (industrial, commercial, office, etc.): Each project built-up area shall be (١,٠٠٠) square meters or more. Infrastructure Development: Each project area shall be (٥٠,٠٠٠) square meters or more.	Each real estate development project implemented within the past (١٠) years: ١٠ points.	٣٠	Mandatory
Commercial	A certificate issued	The credit record	١٠	Mandatory

certificate for individuals	by a licensed credit services provider, provided that the certificate issuance date does not exceed (two) months from the date of submission.	is free of lawsuits, pleadings, and bounced checks: Full points.		
VAT registration certificate for individuals	A valid registration certificate that matches the civil record number.	A valid registration certificate issued by the Zakat, Tax and Customs Authority (ZATCA) for the natural person.	٥	Mandatory
Total			٥٥	

Article ٦

A consulting firm for a real estate project shall meet the following requirements for approval:

١. Have a valid commercial register.
٢. A minimum of (١٠٪) or (five) of the firm's engineers, whichever is lower, shall have completed the REGA-approved qualification program, provided that the licensed project manager has completed the program.
٣. Be licensed by the Saudi Council of Engineers.
٤. Real estate projects with a single valuation exceeding (٢٥) million riyals, shall have a classification certificate for cities service providers "Balady", including (construction project management, engineering and architectural consultations, and consultations for urban planning engineering). The classification grades required to work on the project are as follows:

Cities Service Provider Classification Certificate "Balady"	Maximum Value of a Single Project
First	Unlimited
Second	One billion riyals
Third	Five hundred million riyals
Fourth	Two hundred fifty million riyals
Fifth	One hundred million riyals

Article ٧

A chartered accountant for a real estate project shall meet the following requirements for approval:

١. Have a valid commercial register.
٢. Be licensed by the Saudi Organization for Certified Public Accountants.
٣. A minimum of (١٠٪) or (four) of the firm's accountants, whichever is lower, shall have completed the REGA-approved qualification program.

Licensing and Implementing Off-Plan Sale or Lease Projects

Article ٨

١. A developer may apply for a real estate project marketing license before licensing the off-plan real estate project.
٢. The developer shall submit the following documents and data for the application of the marketing license:
 - a. Property registration deed number.
 - b. Number of the marketing contract between the developer and the real estate broker, if any.
 - c. A copy of the development contract between the developer and landowner, if any.
 - d. Architectural designs and engineering layouts.
٣. REGA shall decide on the real estate project marketing license application within (١٠) working days from the application. In case of rejection, the decision shall be reasoned.
٤. The real estate project marketing license is valid for a maximum of (١٨٠) days. The license may be renewed for the same period or (periods) for projects not requiring reservation fees for real estate units from buyers or tenants.

Article ٩

The real estate broker shall, in marketing off-plan real estate projects, adhere to the provisions of the Real Estate Brokerage Law and its regulations.

Article ١٠

١. If a developer seeks to collect reservation fees for real estate units from the buyer or tenant during the validity period of the real estate project marketing license, he shall:
 - a. Disclose the project status and future plans.
 - b. Limit reservation fees to (٥٪) of the real estate unit value.
 - c. Deposit all reservation amounts collected into the designated escrow account.
٢. If the real estate project marketing license expires without obtaining a project license, REGA shall refund the amounts deposited into the escrow account to the rightful owners.

Article ١١

Subject to Article ٦ of the Law, an off-plan real estate project license shall be granted upon fulfilling the following:

١. Submission of a project feasibility study, including - in addition to the requirements stated in Article ٦(١)(k) of the Law - estimated financial, construction, and marketing data, expected administrative and financial expenses, schedule for unit delivery, and expected funding sources.
٢. A confirmation letter from the Developers Services Center "Etmam" or any authority concerned with building permits verifying that the real estate project meets regulatory requirements of building permits, engineering layouts, and architectural designs. The letter shall suffice for the requirements mentioned in Articles ٦(d and h) of the Law.
٣. For projects containing subdivided units, an approved subdivision report in accordance with the Law of Ownership, Subdivision, and Management of Real Estate Units shall be attached.
٤. Except for registered properties, a letter, shall be submitted, by the property owner consenting to make a notation on the title deed of the property to be developed. Such notation shall prohibit any disposing of the property until completion of the real estate development works
٥. The real estate developer shall achieve the following evaluation points:

Real Estate Project Area	Points Required as per Article ٥ of the Regulations
Natural person developer project	٣٥ points or more
Legal person developer project with built-up areas less than ١٥,٠٠٠ m ^٢	٣٥ points or more
Legal person developer project with built-up areas less than ٢٥,٠٠٠ m ^٢	٤٥ points or more
Legal person developer project with built-up areas exceeding ٢٥,٠٠٠ m ^٢	٥٥ points or more

Article ١٢

A natural person shall meet the following requirements to obtain a real estate project license:

١. The project built-up area shall not exceed (٥,٠٠٠) square meters.
٢. The project completion period shall not exceed (three) years.
٣. Number of real estate projects implemented annually may not be more than (three) projects.

Article ١٣

١. REGA may divide a real estate project into scopes.
٢. The following requirements shall be met for dividing a real estate project into scopes:
 - a. REGA shall approve the commencement of each scope.
 - b. Each scope shall have its own independent escrow account.

- c. Each scope shall have its own independent engineering and financial reports.

Article ١٤

A real estate developer shall:

١. Provide REGA with financial statements prepared by the chartered accountant upon project completion or upon request.
٢. Provide the buyer or tenant with all actual plans and drawings of the real estate unit.
٣. Implement the project according to the specifications agreed upon in the contracts and the feasibility study.
٤. Deposit amounts collected from buyers or tenants into the escrow account.

Article ١٥

A chartered accountant shall:

١. Monitor and audit financial data related to the value of contracted real estate units to ensure deposits in the escrow account.
٢. Prepare financial and accounting reports on the escrow account, financial position statement for the project, and the withdrawals from the escrow account, along with the necessary supporting documents, or upon REGA's request.

Article ١٦

If the property is registered under the Real Estate Registration Law, all contracts and dispositions shall be recorded in the Off-Plan Sale Register at the Real Estate Registry.

Article ١٧

١. Except for properties registered in accordance with the Real Estate Registration Law, a notation shall be made by the notarization authority on the title deed of the property subject of the real estate project, prohibiting any disposing of the property until completion of the real estate development works or until the property is registered at the Real Estate Registry, and the issuance of the registration document as per the Real Estate Registration Law and its Regulations.
٢. In cases where a property is mortgaged, the consent of the mortgagee shall be obtained before making any notation on the property registration deed.

Article ١٨

Notation prohibiting the disposing of the registration deed of a property to be developed may be lifted

before the completion of the real estate project upon the approval of REGA in the following cases:

١. Projects on government lands.
٢. Completion of the procedures for subdivision, merger, modification, or transfer of ownership.
٣. Transferring the title deed to the buyer before the completion of the real estate unit.

Article ١٩

١. REGA shall develop a standard template for agreements between the real estate developer and landowner or the owner of the usufruct right, defining the obligations of the developer and landowner towards buyers or tenants.
٢. REGA shall develop a standard template for the agreement between the main developer and any sub-developer if any, as well as standard templates for the agreements between the developer and the consulting firm, the chartered accountant, and the real estate broker, if any.

Article ٢٠

١. REGA shall develop a standard template for sale contracts between the landowner and the developer, as well as between the buyer or tenant, except for properties registered under the Real Estate Registration Law. This standard contract shall include the following:
 - a. Payment schedule.
 - b. Provisions regarding the consequences of late payments by the buyer or tenant.
 - c. Provisions regarding compensation and fair market rent in the event of delays by the developer in delivering the land or real estate unit, as well as contract termination provisions.
 - d. Project completion timeline, including any additional extensions that may be granted to the developer.
 - e. Provisions relating to joint ownership in accordance with the Law of Ownership, Subdivision, and Management of Real Estate Units and its Regulations.The developer may amend the standard contract upon REGA's approval.
٢. The data specified in paragraph (١) of this Article shall be documented in the disposition of off-plan property between its parties, in accordance with the Real Estate Registration Law and its Regulations.
٣. The contract between the landowner and the developer with the buyer and tenant shall include a clause stipulating that REGA has the right to appoint an alternative developer if the real estate project faces difficulties, in accordance with the Law, its Regulations, and best practices.

Article ٢١

Ownership and disposition of common areas within a real estate project shall be subject to the Law of Ownership, Subdivision, and Management of Real Estate Units and its Regulations.

Article ٢٢

١. The developer shall provide each buyer or tenant, or their representative, with access to the accounting record of their respective real estate unit upon request.
٢. The developer shall provide the buyer or tenant with a copy of the accounting record of their unit within (١٠) working days.

Article ٢٣

REGA shall create a database for off-plan real estate projects, to which the developer shall input the following information:

١. Names of the contractors, consulting firm, and chartered accountant.
٢. Project implementation data and specifications.
٣. Reports issued by the consulting firm, chartered accountant, and bank, as well as completion certificates.
٤. Reports of amendments to shop drawings, along with copies of as-built drawings.
٥. Data of suppliers and guarantee certificates.

Article ٢٤

REGA shall make the following information publicly available through the database:

١. The name of the real estate project, details of the property registration deed, approved plan, location, area, number of units, unit types and components, suppliers' data, project specifications and implementation data, progress reports, and reports from the consulting firm and chartered accountant.
٢. The developer's name and rating.
٣. The name of the consulting firm, chartered accountant, bank, and real estate marketer or broker, if any.
٤. The real estate project completion period, including start and delivery dates.
٥. Surveys of buyers or tenants regarding services provided by the developer.

Article ٢٥

١. REGA may request a progress report on the real estate project from the consulting firm, chartered accountant, or bank each month in the following cases:
 - a. If the project built-up area exceeds (٥,٠٠٠) square meters, or if it contains over (٣٠) real estate units.
 - b. If the project is a government project.
 - c. If the project is located within areas designated for government development.
 - d. Any other case as determined by REGA.
٢. Except as stated in paragraph (١) of this Article, REGA may request a progress report from the consulting firm, chartered accountant, or bank every three months.

Article ٢٦

The escrow account agreement between the developer and the bank shall include the following:

١. Each project shall have a separate escrow account with a unique reference number for deposits.
٢. The escrow account shall be in Saudi riyals.
٣. Funds shall not be withdrawn from the escrow account by the developer except for project-related purposes.
٤. The terms and procedures for withdrawals from the escrow account shall be in accordance with the Law and Regulations.
٥. Withdrawals from the escrow account shall be limited to checks or transfers.
٦. Each deposit shall have a reference number that includes the real estate unit number, as per the developer's contract with the buyer or tenant.
٧. The bank shall not delegate any of its obligations under the agreement with the developer to a third party during the project implementation period for any reason whatsoever.
٨. REGA shall be provided, upon request, with a statement of the escrow account.
٩. The escrow account shall not be closed by agreement with the developer without REGA's prior approval.
١٠. No ATM or credit cards shall be issued against the escrow account.

Article ٢٧

١. Withdrawals from the escrow account shall be made pursuant to a request submitted by the developer to the bank, with an approval from the consulting firm and chartered accountant, stating the amounts and reasons for withdrawal. Such requests may be submitted via secure technical means.
٢. The developer, consulting firm, and chartered accountant shall each appoint an authorized representative to approve withdrawal requests and shall provide their signatures to the bank.

Article ٢٨

Subject to Article ١١ of the Law, REGA may authorize withdrawals from the escrow account in the following instances:

١. Payment of financial obligations to government agencies.
٢. Refunds to buyers or tenants.
٣. Payment of dues to the parties to the project when the developer fails to cooperate.
٤. Transfer of escrow account balance to the alternative developer's escrow account.
٥. Rectifying project defects in accordance with Article ٣١(٣) of the Regulations.

Article ٢٩

The following are non-construction expenses of a licensed project:

١. Payment of land value to the owner.

٢. Repayment of financing amounts.

Article ٣٠

١. If the developer seeks to withdraw excess funds beyond the actual project cost, he shall submit a financial report to REGA to finalize the project. The report shall include the actual project cost based on contracts with suppliers, contractors, and service providers and shall be approved by the consulting firm and chartered accountant.
٢. Upon REGA's approval, it shall issue a permit authorizing the consulting firm and chartered accountant to sign withdrawal orders for excess funds to the developer. This does not relieve the developer, consulting firm, and chartered accountant of liability at any stage.
٣. REGA may prohibit withdrawal of excess funds if the developer is found to be behind in work stages or if the quality standards agreed upon are breached.
٤. REGA may authorize partial withdrawal of excess funds based on its evaluation of the developer's financial solvency and track record in previous real estate projects.

Article ٣١

١. Subject to Article ١٤ of the Law, the chartered accountant shall not permit withdrawal of funds from the escrow account if the consulting firm, the buyer, or the tenant finds any defects in the construction or finishing works based on a report from a duly licensed expert. In such cases, REGA shall issue an order to repair the defects.
٢. REGA may extend the retention period for funds or request an extension of the bank guarantee, as the case may be, for additional (six) months from the date of the repair order.
٣. If the developer does not commence repair works within (five) days of notification, REGA may use the retained funds to rectify the defects, or confiscate the bank guarantee, within the estimated repair costs.
٤. The amount held in the escrow account may be released, and the bank guarantee may be returned to the developer before the period specified in Article ١٤ of the Law expires, if the developer provides an insurance policy, approved by the Insurance Authority and valid for minimum term of (one) year, covering hidden defects in buildings and constructions.

Article ٣٢

The developer may not amend approved shop drawings without prior consent from REGA and the buyers or tenants.

Article ٣٣

The consulting firm and chartered accountant shall, as applicable, notify REGA of any violation of the Law or Regulations, or any breach of the developer's contractual obligations towards buyers or tenants, within a period not exceeding (five) working days of discovering such violation or breach.

Delays and Defaults in Off-Plan Sale and Lease Projects

Article ٣٤

١. A developer shall be deemed behind in executing a project if the project is incomplete upon expiration of its completion period without a cause beyond the developer's control.
٢. REGA may grant an extension for project execution up to (one) year beyond the original completion period.
٣. A developer is deemed in default in the following cases:
 - a. The project remains incomplete upon expiration of the completion period, including any granted extensions.
 - b. The project work is suspended for more than (١٨٠) days at any stage.

Unless the developer provides a valid reason acceptable to REGA.

Article ٣٥

If the developer delays delivery of the land or real estate unit by the due date without a cause beyond his control, he shall pay financial compensation to the buyer or tenant as follows:

١. For developed land, compensation shall be agreed upon by the parties, with a minimum of (٢%) of the sale value, calculated annually.
٢. For real estate units, compensation shall be agreed upon by the parties, with a minimum of fair market rent to be determined by an approved valuer.

Article ٣٦

١. REGA shall issue technical guidelines for addressing delays and defaults in real estate projects.
٢. The technical guidelines shall include all necessary technical data in accordance with best practices, including:
 - a. A description of types and degrees of delays and defaults in real estate projects.
 - b. Methods, techniques, and procedures to address delays or defaults, including project recovery plans and a report on necessary changes to complete the project, such as changing the developer's subordinates or amending specifications, without prejudice to the rights of buyers or tenants.
 - c. Main intervention tools for addressing delays or defaults.
 - d. Financial restructuring including options to bridge funding gaps, if any, and funding solutions for delayed or defaulted projects requiring additional funding.
 - e. Mechanisms for granting extensions for real estate projects.

Article ٣٧

١. REGA shall qualify agencies with expertise in diagnosing and resolving issues in defaulted real estate development projects, with the aim of bringing these projects back on track in line with

industry best practices. REGA may engage specialized consultants to assist in the qualification process.

٢. In accordance with applicable laws, a tender shall be issued to choose an agency specialized in diagnosing and resolving issues for each defaulted project separately.

Article ٣٨

١. REGA shall form a specialized committee to oversee delayed and defaulted real estate projects, and may seek assistance from experts to provide the committee with the necessary expertise. The committee shall have all powers stipulated in the Law, Regulations, and the technical guidelines for handling delayed and defaulted real estate projects.
٢. The committee shall take necessary measures to protect the rights of stakeholders and complete the licensed project, including:
 - a. Appointing a qualified person to manage the relation with the developer to address defaults in the real estate project.
 - b. Inspecting and monitoring the work of the developer, consulting firm, and chartered accountant.
 - c. Requiring the developer to replace any party causing the default in the real estate project.
 - d. Withdrawing funds from the escrow account if necessary to bring the project back on track.
 - e. Appointing an alternative developer.

Article ٣٩

If amicable liquidation of a project in default fails, REGA shall refer the project to the competent court.

Supervision, Inspection and Enforcement

Article ٤٠

Tasks that may be assigned to the private sector are technical supervision tasks, including the following:

١. Supervising consulting firms and chartered accountants in fulfilling their contractual obligations.
٢. Monitoring licensed real estate projects execution in line with supervisory and contractual obligations, submitting periodic reports to REGA, and implementing REGA's directives in accordance with its powers.
٣. Supervising and inspecting real estate projects.

Article ٤١

Work shall be assigned to the private sector in accordance with the Government Tenders and Procurement Law. The assignment shall be based on a contract detailing obligations to ensure

compliance with the Law and Regulations. The contract shall list primary functions and tasks assigned to private agencies as required for executing the work. Assignments may be given to multiple agencies in the private sector.

Article ٤٢

١. Investigation officers, appointed by REGA, shall monitor and document violations of off-plan sales or rental activities and related practices inconsistent with the Law and Regulations. Such documentation shall be in the form of a report that includes:
 - a. The violator's name and details, project name, location, time, and date of the violation.
 - b. Name and position of the investigation officer who detected the violation.
 - c. Type and number of detected violations, with supporting evidence and documents.
 - d. A complete statement from the alleged violator, including any defense presented.
 - e. Conclusions reached by the investigation officer.
 - f. Signatures from both the officer preparing the report and the violator, or his representative, with indication of the violator's capacity. If the violator refuses to sign, this shall be noted in the report.
٢. Modern electronic means may be used in exercising enforcement and investigation powers.
٣. Investigation officers, in their duties, may investigate, inquire, and follow up on violation reports and complaints related to the Law and Regulations. They may also seek assistance from criminal investigation officers if necessary to support and help them detect violations.

Article ٤٣

Serious violations of the Law and Regulations include:

١. Actions specified in Article ٢٤ of the Law.
٢. Actions involving intentional fraud, deception, circumvention, or betrayal, or actions significantly harming human health, safety, public health, the environment, or public facilities.

Article ٤٤

The committee responsible for reviewing violations of the Law and the Regulations and imposing penalties shall consider the detected violations. The committee's work rules shall be as follows:

١. The committee shall hold its meeting at REGA's head office or electronically as appropriate, or outside REGA if necessary.
٢. The committee's meetings shall not be held unless a majority of its members are present, including the chairman or vice-chairman.
٣. The committee's meetings and deliberations shall be confidential, and no one beyond members shall attend unless approved by the chairman.
٤. The committee's secretary shall prepare minutes for each meeting, recording details such as date, time, place, attendees, violations reviewed, procedures, facts, and decisions. The minutes shall be signed by the chairman or vice-chairman and the attending members.
٥. The meeting minutes may be prepared, submitted, and signed electronically.

٦. The chairman shall organize work and tasks among the members.

Article ٤٥

١. All accused persons and related parties shall fully cooperate with the committee and provide and disclose any information or data requested by the committee.
٢. The committee shall have access to all information related to the violation, including confidential information.
٣. The committee shall issue decision to impose penalties. Such decision shall include:
 - a. Name and basic details of the violator.
 - b. The provision violated, description of the committed violation, summary of relevant facts, significant defenses raised by the violator and response thereto, as well as the wording and the grounds of the decision.
 - c. Decision number, date, and signature of the committee's chairman or vice-chairman.
 - d. A statement on the violator's right to appeal the penalty according to the procedures regulating such appeal.
 - e. Any additional information deemed appropriate by the committee.
 - f. Decisions may be prepared, submitted, and signed electronically.
٤. REGA's CEO shall approve committee decisions, effective upon issuance unless suspended by an administrative court.
٥. REGA may, on its own discretion or at the violator's request, correct material errors in its decision. If the decision is ambiguous, the violator may seek clarification from REGA.

Article ٤٦

١. The committee's chairman, members, and secretary shall receive a remuneration of two thousand (٢,٠٠٠) riyals per meeting attended, with a maximum of twenty thousand (٢٠,٠٠٠) riyals per month for every member.
٢. Conditions to be entitled to the remuneration include:
 - a. Conducting committee's business outside official working hours.
 - b. Neither the chairman nor any member are performing committee's work full time.

Concluding Provisions

Article ٤٧

Notifications of REGA's or the committee's decisions regarding violations and penalties shall be delivered by any of the following means:

١. Text messages to the registered mobile number.
٢. E-mail.
٣. Any account registered in a government-automated system.
٤. Registered mail.

Article ٤٨

The Board shall issue a table for fees received for services provided by REGA in accordance with provisions of the Law.

Article ٤٩

These Regulations shall be published in the Official Gazette.