



Rules for Beneficial Ownership of Civil Associations and Organizations

**Approved pursuant to Board of Directors Resolution No. (25/14/1/Q)
dated 03/08/2025**

Article (1)

The following words and phrases, wherever they appear herein, shall have the meanings indicated opposite each of them, unless the context requires otherwise:

1. **Law:** Law of Civil Society Associations and Organizations issued by Royal Decree No. (D/8), dated 19/02/1437 AH.
2. **Center:** National Center for Non-Profit Sector.
3. **Rules:** Rules for the Beneficial Ownership of Civil Associations and Organizations.
4. **Beneficial Ownership:** it refers to the natural person or persons who ultimately own(s) or exercise(s) ultimate effective control, directly or indirectly, over the civil association or organization.
5. **Association:** Civil Association.
6. **Organization:** Civil Organization.
7. **Board of Directors:** The Board of Directors of the Civil Association.
8. **The Board of Trustees:** The Board of Trustees of the Civil Organization.
9. **Executive Officer:** The person responsible for the executive body, whether an Executive Director, General Manager, Secretary General, or other.
10. **Disclosure Form:** A form prepared by the Center to collect Beneficial Ownership information from an association or organization.
11. **Beneficial Ownership Register:** An internal database within the Center in which beneficial ownership information is recorded.
12. **Competent Authorities:** Any administrative authority, law-enforcement authority or supervisory authority.

Article (2):

These Rules aim to:

1. Enhancing transparency of the Non-Profit Sector.
2. Regulating procedures for disclosing beneficial ownership information and recording it in the beneficial ownership register.
3. Enhancing compliance with local and international requirements.

Article (3):

These Rules shall apply to Civil Associations and Organizations, including family and civil funds, in accordance with the provisions of the Law.

Article (4):

1. Every organization and association is obliged to obtain, hold and declare adequate, accurate, and updated information on its beneficial owner or owners as specified in Article (six) with the Center, for inclusion of this information in the Beneficial Ownership Register.
2. Organizations and associations existing at the time of the coming into force of these Rules must declare their beneficial ownership information with the Center within (thirty)days of the coming into force of the Rules.
3. Organizations and Associations created after the enforcement of these Rules must declare their beneficial ownership information with the Center as part of their initial registration application.

4. In all cases, Organizations and Associations that have declared their beneficial ownership information with the Center must notify the Center of any changes to this information within (tin) days from when the changes occur.

Article (5):

A Beneficial Owner of the Association or Organization shall be any natural person who:

1. Every member of the board of directors of a civil association and every member of the board of trustees of a civil organization.
2. Every director and senior officer of a civil association and civil organization.
3. Any natural person who does not fall under Paragraphs (1) or (2), and who possesses the power to appoint or remove the Executive Officer or holders of senior leadership positions in the Association or Organization, or who directly or indirectly exercises control over the general activities of the Association or Organization.

Where a member of the Board of Directors or the Board of Trustees is a legal person, the Beneficial Owner in such case shall be deemed to be the person who is the Beneficial Owner of said legal person, in accordance with the relevant laws and regulations.

Article (6):

The Center shall establish a beneficial ownership register, and record therein the data of the association, the organization, and the beneficial ownership data, as well as the date thereof - through the disclosure form

- and any update thereto, provided that the register shall include at least the following data:

1. Data of the association or organization, in particular the following:
 - A. Name of the association or organization.
 - B. Its legal form and status.
 - C. The address of its headquarters.
 - D. Its registration number, classification, and technical supervisory authority.
 - E. A list of its board members, directors and senior officers.
 - F. Its articles of associations.
2. Beneficial ownership data, which must include the following for each beneficial owner registered:
 - A. The name and his/her ID number.
 - B. Place and date of birth.
 - C. His/her residential address.
 - D. Nationality.
 - E. Contact information.
 - F. The date on which the beneficial owner acquired an interest in the association or organization.
 - G. The nature and extend to the beneficial ownership interest in the association or organization.

Article (7):

1. The executive officer of the association or organization shall be responsible for providing adequate, accurate, and updated beneficial ownership information to the Center, and shall take all necessary

measures and procedures to verify this information prior to its submission to the Center.

2. The Center may request to access or record any documents or information pertaining to the Beneficial Owner of the Association or Organization. The Association or Organization shall respond to such request within a maximum period of (five) working days from the date thereof, and shall cooperate with the Center to identify the Beneficial Owner.

Article (8):

1. The association or organization shall provide its beneficial ownership information to the Center through the disclosure form.
2. The association or organization shall submit to the Center a request to remove the name of a beneficial ownership who no longer qualifies as such, including the reasons for the request, within (ten) days from the date of removal of the beneficial ownerships.
3. The association or organization shall retain all records, documents, papers and data related to its beneficial ownerships for a period of no less than (ten) years from the date that the association or organization ceases to exist. Preservation may be electronic, while adhering to the technical protection controls approved by the competent authorities.
4. The association or organization may request that the beneficial ownership update information when necessary, and it must provide it to the association or organization within (five) days from the date of the request.

Article (9):

The Center shall retain the data of the beneficial ownership's register for a period of (ten) years from the date of any of the following:

- A. Cessation of the status of Beneficial Owner.
- B. Dissolution or merger of the association or organization.

Article (10):

The Center shall make Beneficial Ownership Information available to the Competent Authorities in accordance with the relevant regulations.

Article (11):

The penalties stipulated in the Law of Civil Society Associations and Organizations shall be applied to any association, organization, and any natural person acting on its behalf, if the association or organization violates the provisions of these Rules, taking into consideration the gravity of the violation and the recurrence thereof when imposing the penalty.

Article (12):

The Center shall prepare a guide to instruct associations, organizations, and the members thereof on the procedures and measures for obtaining and disclosing beneficial ownership information.

Article (13):

These Rules shall be effective after (thirty days) from the date of their publication.

