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| Branch name: …………………………… | | | | | | | | | Branch No.: …………………………… | | | | | | | | | | | | | | Date: ………/………./……………... | | | | | | | | | | |
| **Basic data:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: …………………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| National address: …………………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Affiliated entities: …………………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Classification:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Limited liability Co. | | | | | | | |  | | | | | | Closed joint stock Co. | | | | | | | | | |  | | | | Open joint stock Co. | | | |
|  | | Private | | | | | | | |  | | | | | | Family business | | | | | | | | | |  | | | | Charitable institution | | | |
| Date of Incorporation: | | | | | ……../……../14……..H | | | | | | | | | | Corresponding to: …..…/….…/20………G | | | | | | | | | | | | | | | | | | |
| Is there a relationship with Bank Albilad? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | Yes | | | [state the type of relationship] | | | | | | | | | | | | | | | | | ……………………………………………………….. | | | | | | | | | | |
|  | | | No | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Its main bank: | | | …………………………………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Particulars of Employees:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of the Employees: | | | | | | | Saudis | | | | | | | | | | | ( ) | | | | | | | Non-Saudis | | | | | | ( ) | | |
| Categories of Salaries: | | | | | | | Salary | | | | | | | | | | Saudis | | | | | Non-Saudis | | | | | | | Salary’s collection date | | | | |
| (No. of Employees for each category) | | | | | | | Less than 3000 | | | | | | | | | | ( ) | | | | | ( ) | | | | | | |  | | | | |
| 3.000 – 3.999 SR | | | | | | | | | | ( ) | | | | | ( ) | | | | | | |  | | | | |
| 4.000 – 4.999 SR | | | | | | | | | | ( ) | | | | | ( ) | | | | | | |  | | | | |
| 5.000 – 5.999 SR | | | | | | | | | | ( ) | | | | | ( ) | | | | | | |  | | | | |
| 6.000 – 9.999 SR | | | | | | | | | | ( ) | | | | | ( ) | | | | | | |  | | | | |
| 10.000- More | | | | | | | | | | ( ) | | | | | ( ) | | | | | | |  | | | | |
| The company’s bank account number from which salaries are transferred | | | | | | | | | | | (IBAN): (SA ) | | | | | | | | | | | | | | | | | | | | | | |
| Salaries disburse method: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Checks | | |  | | | | Cash | | | |  | | | | | | | Swift Transfer | | | | |  | | | | Transfer between two accounts | | | | | |
| **Inquiries:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you have an internal loan program? | | | | | | | | | | | | |  | | | | | | | Yes | State the system: | | | | | | | No. of Salaries  ( ) | | | | | Duration  ( ) |
|  | | | | | | | No |  | | | | | | |  | | | | |  |
| Do you have employees’ saving programs? | | | | | | | | | | | | |  | | | | | | | Yes |  | | No | | | | State the method | | | | | ( ) | |
| Is the company committed to transferring salaries? | | | | | | | | | | | | | |  | | | | | | Yes |  | | No | | | |  | | | | | ( ) | |
| Is the company committed to transferring the end-of-service benefit? | | | | | | | | | | | | | |  | | | | | | Yes |  | | No | | | |  | | | | | ( ) | |
| Does the company sponsor the employee? | | | | | | | | | | | | | |  | | | | | | Yes |  | | No | | | |  | | | | | ( ) | |
| Is it possible to provide the financial statements for the last two years? | | | | | | | | | | | | | |  | | | | | | Yes |  | | No | | | |  | | | | | ( ) | |
| Is it possible to provide a copy of the commercial register? | | | | | | | | | | | | | |  | | | | | | Yes |  | | No | | | |  | | | | | ( ) | |
| **Approval of the above data’s accuracy (company):** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: …………………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: ………………………………………………………. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seal: …………………………………………………………… | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |