هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority



User Manual

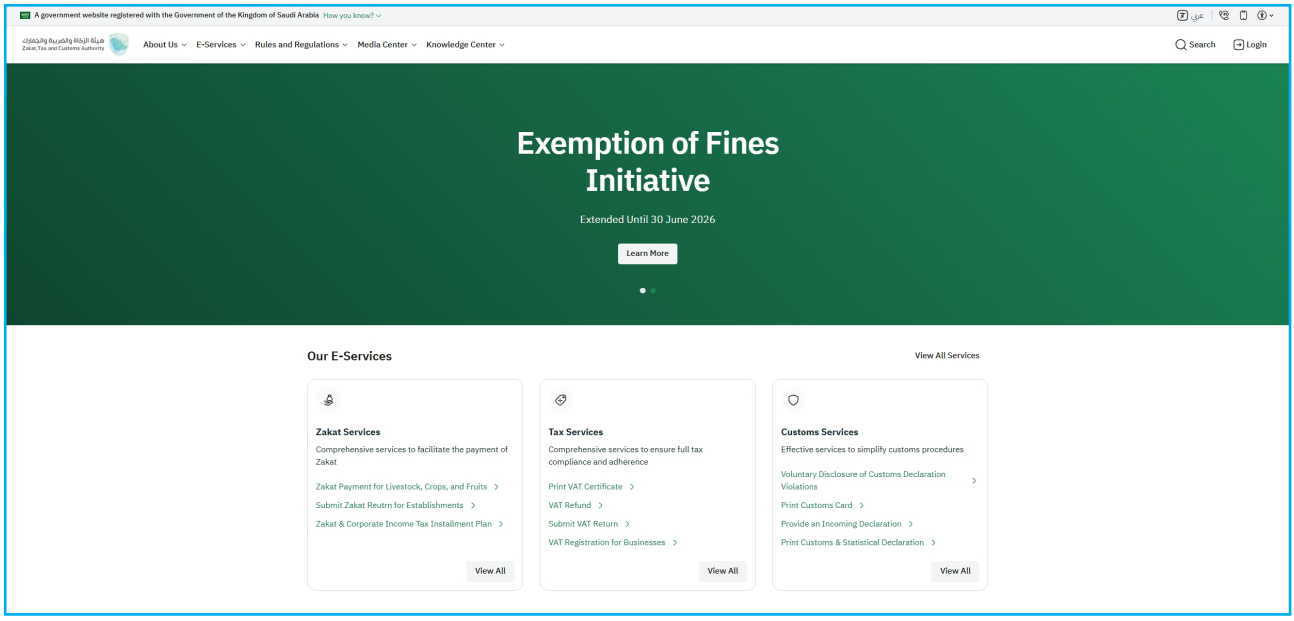
Tax Residency Certificate for Individuals

About the Manual

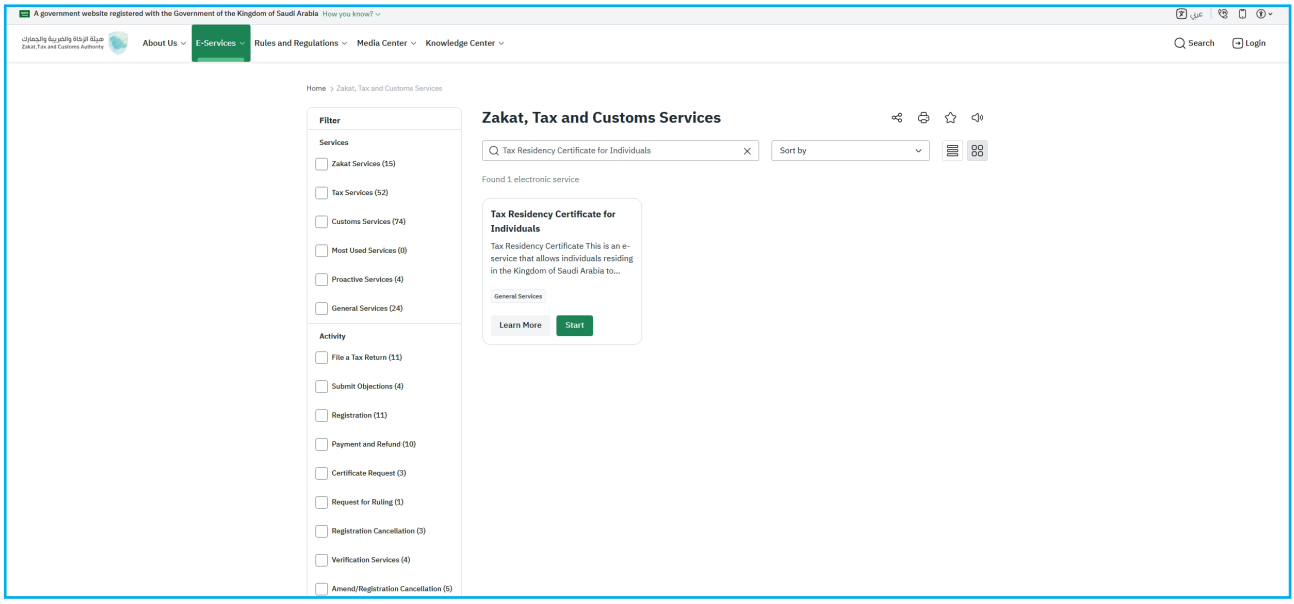
This Manual has been prepared to illustrate how to issue a Tax Residency Certificate for .individuals via ZATCA's official website

How to Access the Service

- Visit ZATCA website.
- Click on «E-Services» from the top menu and select «Zakat, Tax and Customs Services».

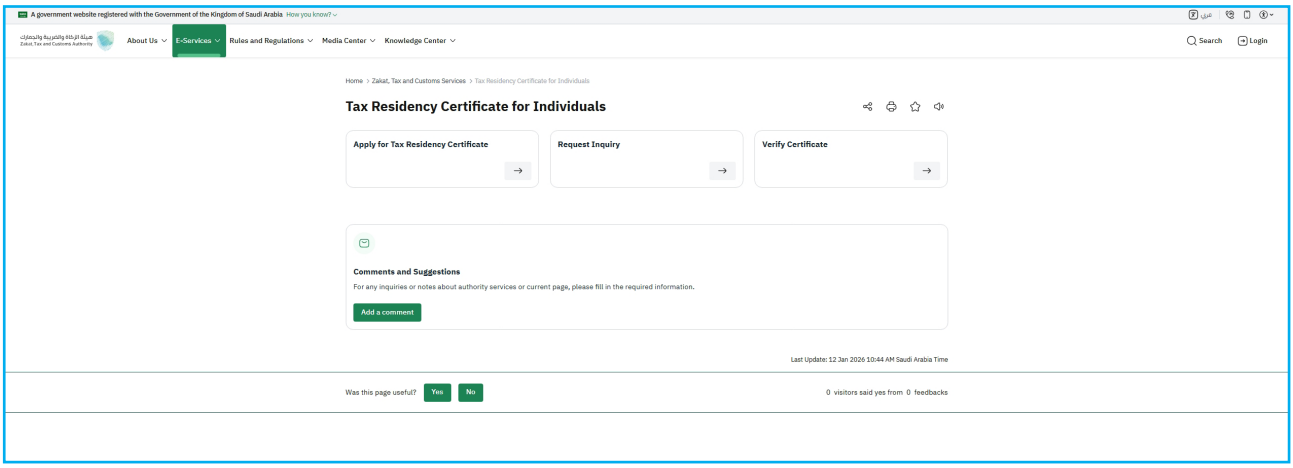


- Search for and select the «Tax Residency Certificate for Individuals» service.

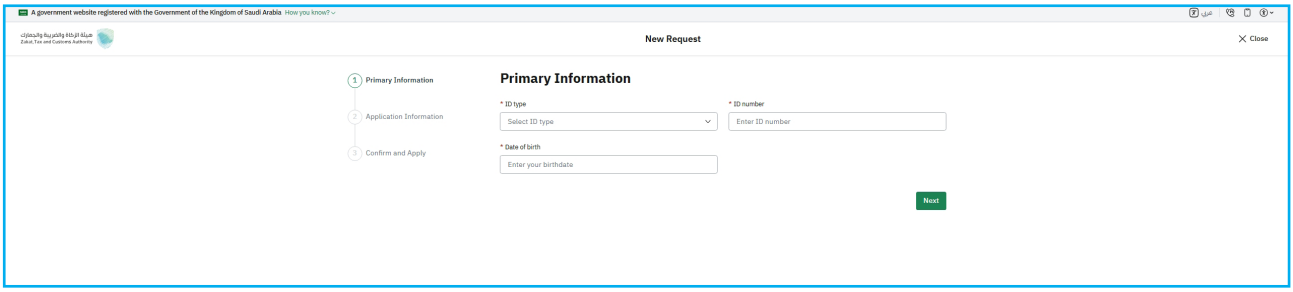


Steps

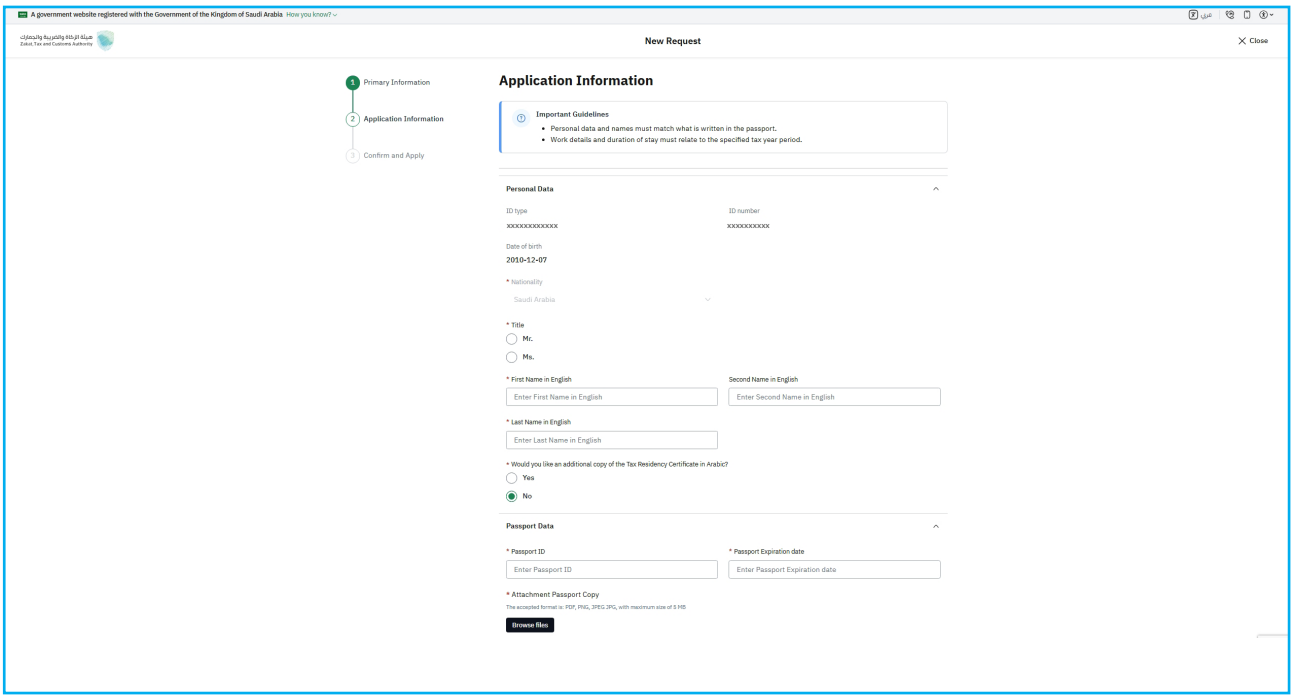
1. Click on «Submit New Request».

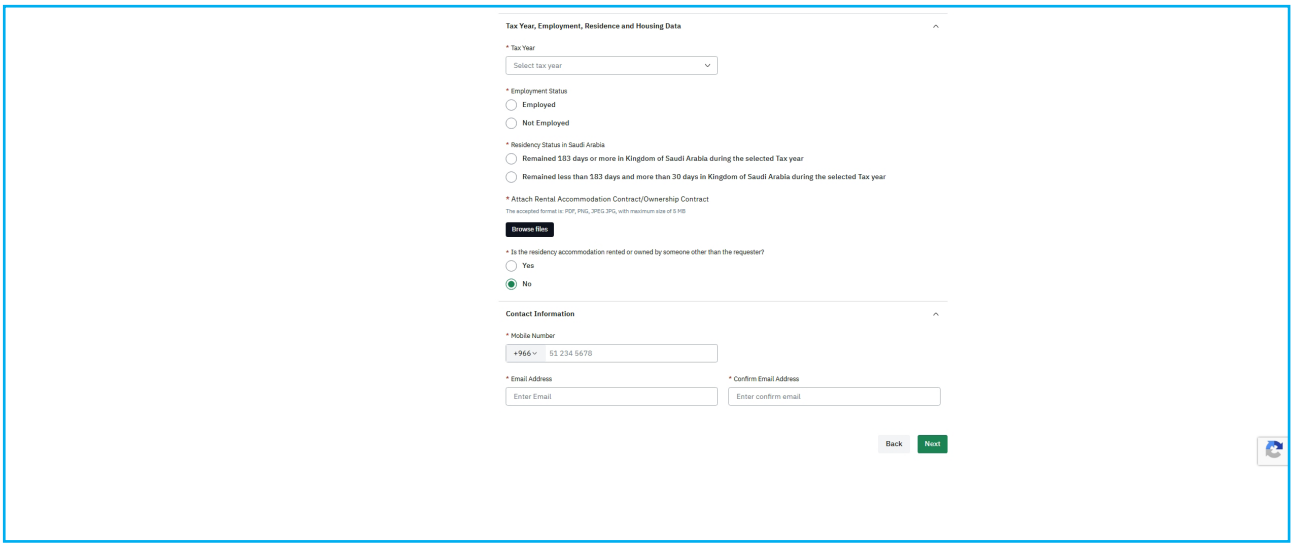


2. Fill in the basic information, then click «Next».

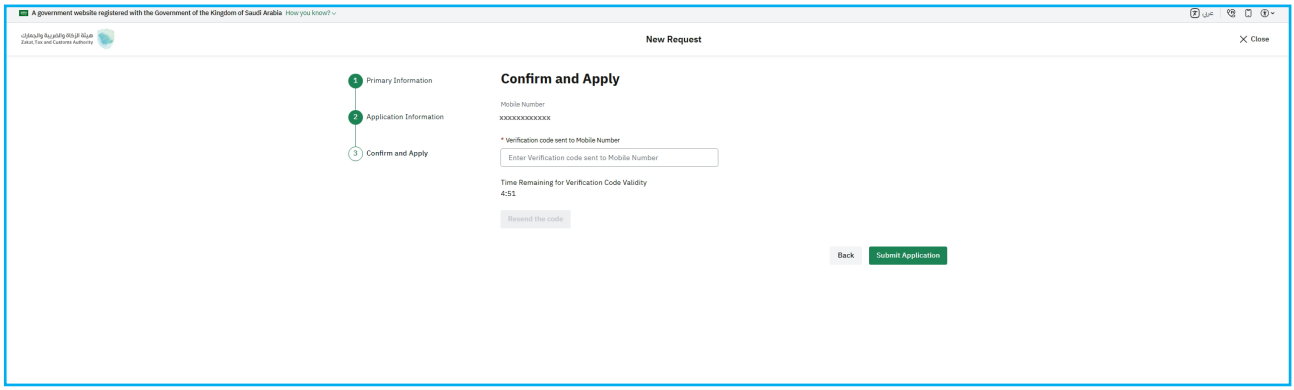


3. Fill in the request details and attach the required documents, then click «Next».

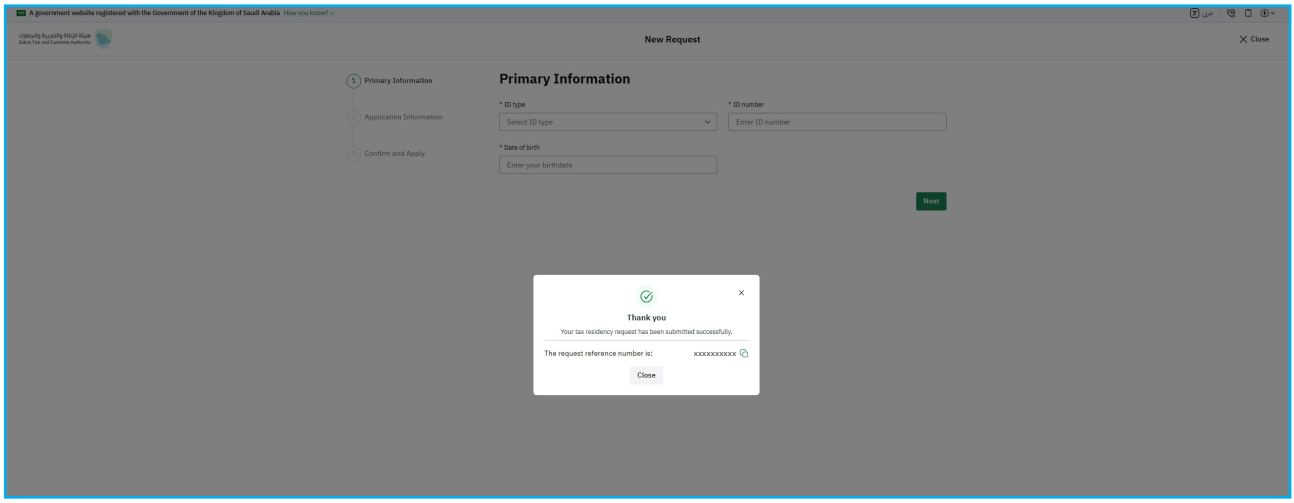




4. Enter the verification code sent to the provided mobile number, then click «Submit Request».



5. A notification will appear stating that the request has been submitted successfully.





Scan this code to view the last
version and all published documents
Or visit the website zatca.gov.sa