**GUIDELINES FOR FILLING THE NOC DOCUMENT**

**إرشادات لملء وثيقة عدم الممانعة**

1. NOC should be put on company letter head and needs to be duly signed by authorized signatory.

**يجب ان توضع شهادة عدم الممانعه على رأس خطاب الشركة ويجب أن يتم التوقيع عليها من قبل المفوض بالتوقيع**

1. The NOC should carry the SEAL of the company over the signature of the authorized signatory.

**يجب أن تحمل شهادة عدم الممانعة ختم الشركة على توقيع الموقع المفوض.**

1. Sender-Id can be a Maximum of 11 Characters for Trans/OTP SMSs.

**SMS Trans / OTP المعلومات يمكن أن يكون معرف المرسل بحد أقصى 11 حرفًا لرسائل**

1. Sender-Id can be a Maximum of 8 Characters for promotional SMSs since –AD, will be appended to the sender id.

**سيتم الحاقه باسم المرسل AD- يمكن أن يكون معرف المرسل بحد أقصى 8 أحرف للرسائل الترويجية منذ**

1. Company Registration number is to be mentioned in the NOC and its copy is also to be shared.

**يجب ذكر رقم تسجيل الشركة/السجل التجاري في شهادة عدم الممانعة وكذلك مشاركة نسخه منه**

1. Please fill the appropriate information and delete the words in red.

**يرجى ملء المعلومات المناسبة وحذف الكلمات باللون الأحمر**

1. In case of multiple sender-id white listing, Sender ID(s) should be mentioned separately.

**في حالة وجود عدة قوائم بيضاء للمرسل ، يجب ذكر معرفات المرسل بشكل منفصل**

1. It is mandatory to describe the justification and message type for each sender-id requested.

**من الضروري وصف المبرر ونوع الرسالة لكل معرف المرسل المطلوب تسجيله**

[MM/DD/YYYY]

To,

The Telecom Operators,

Kingdom of Saudi Arabia

Dear Sir/Madam,

SUBJECT: NOC for Sender Registration with the Operator

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sender ID** | **Name of the Organization** | **Brief description of Sender Usage (message content)** | **Contact person at the Organization** | **Contact number & email** | **SMS Type (Trans/Promo)** | **Website** |
|  |  |  |  |  |  |  |

Request you to register the Sender IDs enlisted above.

We undertake “financial, legal and any other responsibility” if any of these Sender IDs are misused, if any complaints are raised or if it causes any harm to anyone.

We totally understand the allowed traffic for whitelisted and blacklisted Sender IDs as per Saudi Law.

Therefore, we do not have any objection for the request given to you by Etkan Dig for Telecom and Information Technology Co. and we hereby authorize them to register the above sender IDs with the Operator.

We request you to kindly do the needful.

By providing this document we are confirming that we read and will commit to the rules to stop the spam messages that is provided by the Saudi Communications and Information Technology Commission (CITC) which exists in the following link

<https://www.citc.gov.sa/ar/RulesandSystems/RegulatoryDocuments/ReductionofSPAM/Documents/IT%20008%20E%20-%20Regulation_For_The_Reduction_of_SPAM_Eng.pdf>

And we will be responsible for any infraction of these rules.

Our Company Register Number is: (CR Number)

The CR Expiry Date is: (MM/DD/YYYY)

Thanking you,

For (Client Name as printed on Letter Head)

Authorized Signatory

(Name)

(Designation)

(Contact Information if not printed on Letter Head)