



Riyadh Integrated

Special Logistics Zone

المنطقة الخاصة اللوجستية المتكاملة

Tenants Development Guidelines

SILZ-TENT-GNRL-PLN-EM-0003-R05

January 2025

Table of Contents

1. CHAPTER 1 DOCUMENT OVERVIEW.....	6
1.1. Purpose of this Document.....	7
1.2. Important Notice.....	9
1.3. Audit Trail and Change Management.....	10
1.4. Change Management.....	11
1.5. Definitions and Abbreviations.....	12
2. CHAPTER 2 PROGRAM OVERVIEW.....	16
2.1. An Overview of the Program	18
2.2. The Riyadh Integrated and Vision 2030	19
2.3. The Program's Strategic Objectives.....	20
2.4. The Program's Aspirations	21
2.5. Logistics Movement.....	23
2.6. Accessibility	24
2.7. Land Use	25
2.8. Access Gates.....	26
2.9. Operations and Control.....	27
2.10. Right of Way.....	28
2.11. Parking	29
2.12. Future Parking Expansion.....	30
2.13. Warehouses, Light Industry, and Assembly.....	31
2.14. Supporting Facilities	32
2.15. Utilities	33

2.16.	Public Amenities	34
2.17.	Open Spaces	35
2.18.	Green Buffer	36
3.	CHAPTER 3 AN OVERVIEW OF THE DEVELOPMENT PROCESS	37
3.1.	The Activities	38
3.2.	Lease Models.....	39
3.3.	The Development Stages	40
3.3.1.	Stage 1: Scope Definition and Briefing	41
3.3.2.	Stage 2: Design	42
3.3.3.	Stage 3: Procurement of Execution Contracts	43
3.3.4.	Stage 4: Execution.....	44
3.3.5.	Stage 5: Occupancy and Operations.....	45
3.4.	The development journey	46
4.	CHAPTER 4 GENERAL DEVELOPMENT GUIDELINES VACANT-PLOT	49
4.1.	Introduction.....	50
4.2.	Process Flowcharts	52
4.2.1.	(Stages 1,2) Scope Definition and Briefing, Design.....	53
4.2.2.	(Stages 3) Procurement of Execution Contracts	54
4.2.3.	(Stages 4,5) Execution, Occupancy	55
4.2.4.	(Stages 5) Operations	56
4.3.	Scope Delineation Matrix.....	57
5.	CHAPTER 5 DETAILED DEVELOPMENT GUIDELINES	61
5.1.	Communications and Information Exchanges.....	62
5.1.1.	Introduction.....	62
5.1.2.	Representatives and Addresses	62
5.1.3.	Changes to Representatives or Addresses.....	63
5.1.4.	Form of Communication and Language	63
5.1.5.	Signatures.....	64
5.1.6.	Medium	64
5.1.7.	Format.....	64

5.1.8.	Receipt.....	64
5.1.9.	Project Directory.....	65
5.1.10.	Forms and Templates	65
5.1.11.	Information Exchanges and Communication Forms Register	66
5.1.12.	Reference and Coding for Communication Forms and Email Subjects	68
5.1.13.	Applicable Forms and Templates	69
5.2.	Tenants' Permits.....	70
5.2.1.	Introduction.....	70
5.2.2.	Construction Permit	70
5.2.3.	Overview	70
5.2.4.	Applying for a Construction Permit.....	71
5.2.4.1.	Applicable Forms and Templates	74
5.2.5.	Occupancy Permit	75
5.2.5.1.	Overview	75
5.2.5.2.	Applying for an Occupancy Permit.....	75
5.2.5.3.	Applicable Forms and Templates	79
5.2.6.	Operations License	79
5.2.6.1.	Overview	79
5.2.6.2.	Applying for an Operations License	79
5.2.6.3.	Applicable Forms and Templates	81
5.3.	Appointment of Vendors	82
5.3.1.	Introduction.....	82
5.3.2.	Tenant's Responsibility.....	82
5.3.3.	Pre-Qualification and Shortlisting of Vendors.....	83
5.3.4.	Minimum Requirements for all Vendors.....	83
5.3.5.	Specific Requirements for Design and Engineering	84
5.3.6.	Specific Requirements for Contractors, and Supervision Consultants	86
5.3.7.	Specific Requirements for Facility Management and Maintenance Service Providers.....	88
5.3.8.	Notification of Appointment	89
5.3.9.	Local Content	89
5.3.10.	Applicable Forms and Templates	90
6.	CHAPTER 6 Design and Sustainability Development Guidelines	91
6.1.1.	Design Development Guidelines	92
6.1.2.	Sustainability Development Guidelines.....	92

CHAPTER 1

DOCUMENT OVERVIEW

1.1. Purpose of this Document

- a. The purpose of these Tenants Development Guidelines (Document) is to provide a comprehensive and structured framework for the development of Plots at the Riyadh Integrated Program located in Riyadh, Kingdom of Saudi Arabia. This Document is designed to facilitate and streamline the development process for all parties involved, particularly the Tenants.
- b. This Document outlines the key stages of the development process, which include scope definition and briefing, design, procurement, execution, and occupancy and operation. The Document also sheds light on the distinctive development features of the three Lease Models offered at the Riyadh Integrated:
 - i. Vacant-Plot Lease Model, where the Tenant leases a Plot and finances, designs, executes, operates, and maintains a Unit in accordance with the Lease Agreement (including these Tenants Development Guidelines);
 - ii. Built-to-Suit Lease Model, where the Tenant leases, operates, and maintains a Unit that is financed, designed, and executed by SILZ in accordance with the Lease Agreement (including these Tenants Development Guidelines and the Tenants' Requirements); and,
 - iii. Pre-Built Unit Lease Model, where the Tenant leases, operates, and maintains a pre-built standard Unit financed, designed, and executed by SILZ in accordance with standard requirements and the Lease Agreement (including these Tenants Development Guidelines).

All Plots and Units are ultimately handed over to SILZ at the expiry of the Lease Term.

- c. By providing clear guidelines and expectations, this Document aims to facilitate an efficient development process for all stakeholders. It ensures that Tenants have a thorough understanding of their roles and responsibilities, as well as the roles and responsibilities of SILZ, throughout each stage of the development process. This Document also serves to maintain consistency in the design, construction, operation, and maintenance of Plots and Units within the Riyadh Integrated, thereby promoting a cohesive and well-integrated Zone.
- d. In addition to outlining the development process, this document includes information on the overall vision and objectives of the Riyadh Integrated, the location and connectivity of the Zone, and the key infrastructure and amenities provided within the Zone. It also contains a series of appendices that provide forms, templates, and detailed guidelines on various aspects of the development process, such as design, sustainability, construction, operations, and facility management and maintenance.

- e. Ultimately, this Document is intended to serve as a comprehensive and authoritative source for all parties involved in the development of Plots and Units within the Riyadh Integrated Program managed by SILZ. By adhering to the guidelines and processes outlined in this Document, Tenants can help to ensure a successful and seamless development experience, resulting in high-quality facilities that contribute to the overall success of the Zone.

1.2.Important Notice

- a. This Document is the exclusive property of SILZ. The information contained herein is confidential and copyrighted. Unauthorized disclosure, copying, distribution, or use of any information in this Document is strictly prohibited.
- b. Recipients of this Document are required to maintain its confidentiality and take appropriate steps to prevent unauthorized access, disclosure, or use of the information contained herein. Any recipient who receives this Document in error or without appropriate authorization must immediately notify SILZ and destroy all copies in their possession.
- c. Recipients of this Document may only use the information contained herein for the purpose for which it was provided, specifically for understanding and complying with the Riyadh Integrated development guidelines and processes.
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- f. Nothing in this Document shall be construed to alter, supersede, waive, or instigate a change under or to the stipulations of the Lease Agreement. In case of ambiguities or discrepancies between this document and the stipulations of the Lease Agreement, the Tenant must seek clarifications from SILZ (being the issuer of this Document).

1.3.Audit Trail and Change Management

Document Title:	Tenants Development Guidelines
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1.4. Change Management

- a. Unauthorized changes to this Document are prohibited.
- b. All revisions or updates to this Document must be processed in accordance with SILZ Change Management Manual. If a user of this Document has any feedback or would like to request a revision to a section of this Document, the user is invited to send their suggestions to the designated email addresses provided by SILZ.
- c. The users of this Document are responsible for informing SILZ of any ambiguity or discrepancy they encounter in this Document, including any inconsistencies between this Document and a signed Lease Agreement. SILZ will then issue any necessary clarifications to ensure accurate and up-to-date information is maintained.
- d. In the event that an amendment is necessary, SILZ will issue a revised version of this Document and distribute it to the appropriate recipients. This process ensures that all parties are kept informed of any changes or updates to the guidelines and can adhere to the most current and accurate information.

1.5. Definitions and Abbreviations

- a. This section provides the definitions and meanings of key capitalized terms and abbreviations used throughout this Document.
- b. Other capitalized terms and abbreviations that are used in this Document but are not defined herein have the same meanings ascribed to them in the pertinent Lease Agreement.

In alphabetical order

Activities	means one or more of the activities, which the Tenant is licensed to conduct in the Zone, as identified in the pertinent Lease Agreement.
AOR	means Architect of Record.
Authority or AHJ or Landlord	means the General Authority of Civil Aviation (GACA), being the Landlord and the Authority Having Jurisdiction over the Zone.
Building Permit or Construction Permit	means the permit granted by the Master Developer to enable the commencement of Construction Works on the Plot.
Built-to-Suit or BTS	means a Lease Model where the Tenant leases, operates, and maintains a Unit that is financed, designed, and executed by SILZ in accordance with the Lease Agreement (including these Tenants Development Guidelines and the Tenants' Requirements). The Plot and the Unit are ultimately handed over to the Master Developer at the expiry of the Lease Term.
Document or Tenants Development Guidelines	means this document including all appendices. The Document forms an integral part of the pertinent Lease Agreement.
FF&E	means fixed furniture and equipment.
FLS	means fire and life safety.

Implementing Regulations	means the implementing regulations for the Statute issued by the President of the Authority on 02/06/1442H (corresponding 15/01/ January 2021G).
KKIA	means King Khalid International Airport located in Riyadh, KSA.
KSA	Kingdom of Saudi Arabia.
Lease Agreement	means the agreement signed between SILZ and a Tenant for the lease of a Plot or Unit at the Riyadh Integrated to enable the Tenant to undertake the Activities.
Lease Model	means any of the three lease models offered at the Riyadh Integrated, namely, the Vacant-Plot Lease Model, the Built-to-Suit Lease Model, and the Pre-Built Unit Lease Model.
MISA	means the Ministry of Investment.
MRO	means maintenance, repair, and operations.
NIDL	means the National Industrial Development and Logistics Program.
SOE	means small operating equipment.
Party or Parties	The Tenant, or the Master Developer, or both, as the context requires.
Plot or Land Plot	means an undivided parcel of land on which the Unit is or will be built by or on the behalf of the Tenant or SILZ, and which is allocated to the Tenant as identified in the pertinent Lease Agreement.
Pre-Built Unit or PBU	means a Lease Model where the Tenant leases, operates, and maintains a pre-built standard Unit financed, designed, and executed by SILZ in accordance with standard requirements and the Lease Agreement (including these Tenants Development Guidelines). The Plot and the Unit are ultimately handed over to the Master Developer at the expiry of the Lease Term.
Project	means the overall lifecycle of the development of a Plot and Unit starting from the signing of a Lease Agreement up until the start of operations in the Unit.
RFP	means a Request for Proposal, which is a document used in a competitive tendering process to announce, provide details, and seek technical and commercial bids from Vendors for the supply of goods and/or services for a Project (or a component of the Project).

SCE	means the Saudi Council of Engineers.
SILZ or Master Developer	means the Special Integrated Logistics Zone Company, being the regulator, the master developer, and the operator of the Zone.
Taking Over Certificate or TOC or Construction Completion Certificate or CCC	means the certificate issued by a third-party supervision / project management consultant appointed by SILZ or the Tenant (as the case may be). This certificate is granted to the contractor by SILZ or the Tenant (as the case may be) upon the substantial completion of the Construction Works.
Tenant	means an entity who has executed a Lease Agreement with SILZ.
Tenant's Requirements	means the requirements of the Tenant that will inform the financing, design, construction, commissioning, and operation of a Unit under a Built-to-Suit Lease Model. The signed-off Tenant's Requirements forms part of a Built-to-Suit Lease Agreement.
Term or Lease Term	means the lease Term as defined in the pertinent Lease Agreement.
Unit	means buildings and structures to be executed by or on the behalf of the Tenant or SILZ (as the case may be) on a Plot, including all its appurtenances comprising foundations, walls, columns, doors, windows, piping, wiring, paints and the like.
Vacant-Plot or VP	means a Lease Model where the Tenant leases a Plot and finances, designs, executes, operates, and maintains a Unit in accordance with the Lease Agreement (including these Tenants Development Guidelines). The Plot and the Unit are ultimately handed over to the Master Developer at the expiry of the Lease Term.
Vendor	means any third-party entity with whom the Tenant or SILZ (as the case may be) enters into contract(s) for the supply of goods and/or services. Vendors include design consultants, specialty consultants and subject-matter experts, supervision and project management consultants, contractors, sub-contractors, and suppliers.
Works	means all the works to be executed within the Plot both of temporary and permanent nature. Temporary works include all temporary works of every kind (other than equipment) required on site for the execution and completion of the permanent works and the remedying of any defects. Permanent works means all the works which will remain in place throughout the Lease Term.
ZATCA or Customs	means the Zakat, Tax, and Customs Authority.

Zone or Riyadh Integrated or RI or Program or Masterplan	means the Riyadh Integrated Program located in Riyadh, Kingdom of Saudi Arabia. All Plots and Units are located in the Zone. The Zone has also been previously known as the Integrated Logistics Bonded Zone.
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CHAPTER 2 PROGRAM OVERVIEW

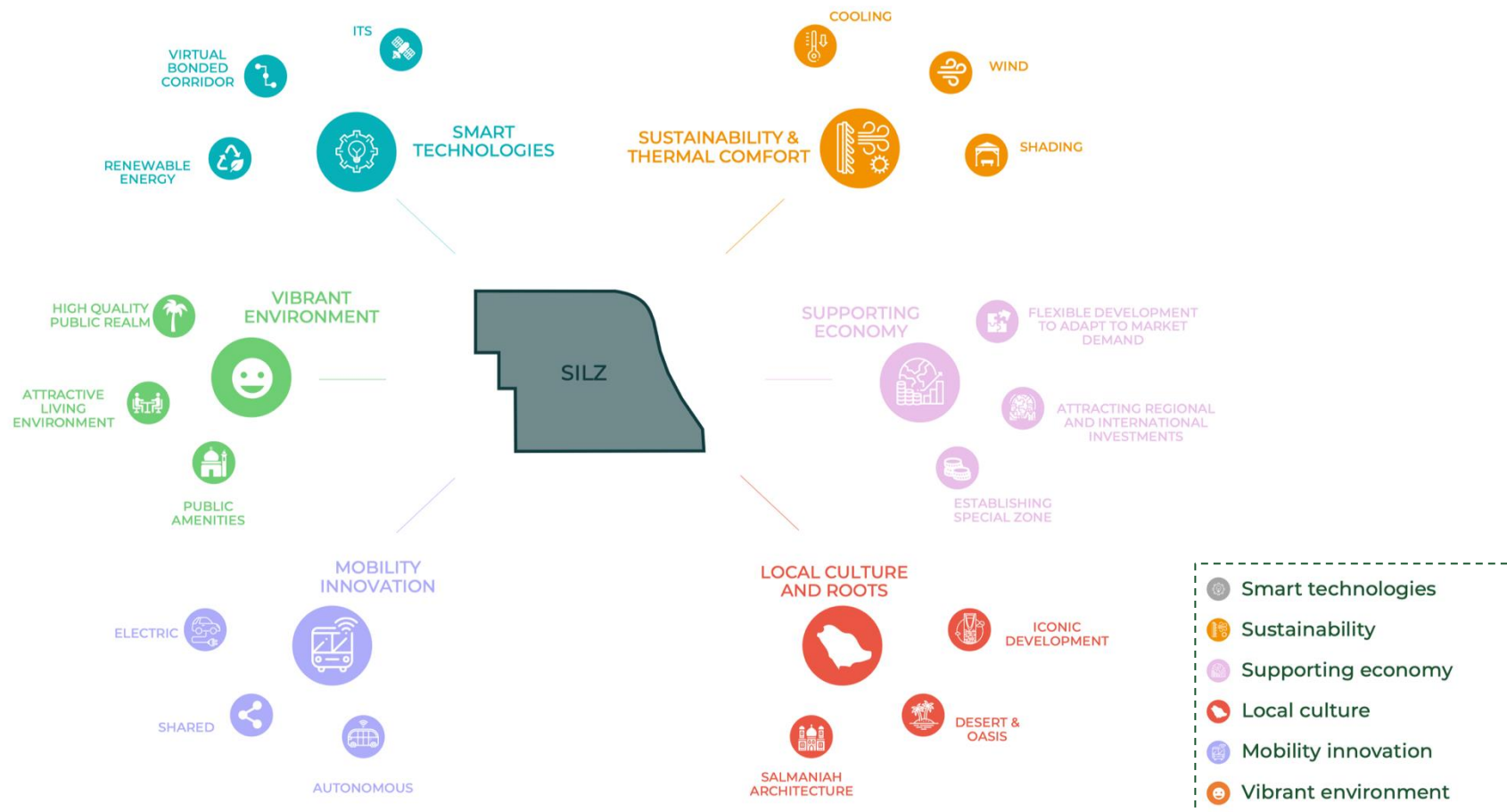


2.1. An Overview of the Program

- a. The Riyadh Integrated Program is a first of its kind zone in the Kingdom located at the southwest of King Khalid International Airport (KKIA) – Riyadh, KSA. The Program is on track to become the first Special Economic Zone in the Kingdom and will play a critical role in enabling the logistics' sector and Vision 2030 aspirations through its unique characteristics.
- b. The Riyadh Integrated:
 - i. Offers an unrivaled business environment for local and foreign companies.
 - ii. Provides a regulatory environment that is more conducive to setting up and operating businesses in KSA.
 - iii. Sets the standard in leading the advancement of logistical zones.
 - iv. Attracts quality investments to the Kingdom to help develop local talent and transfer knowledge.
- c. The Riyadh Integrated site is located in a low-density zone, at 32km north of Riyadh city center. The site occupies a total of 3,000,000 sqm of land area and is delimited by two main highways, the Airport Road and the King Salman Road, rendering the Zone highly connected to both the airport and the city of Riyadh.

2.2. The Riyadh Integrated and Vision 2030

- The Saudi Vision 2030 proposes an aspiring long-term strategic plan based on strong pillars and multidisciplinary actions to provide a fulfilling and prosperous future to its citizens. Vision 2030 tackles significant issues such as the economy, health, infrastructure, sustainability, the urban and natural environments, as well as industrial and logistics development.
- The comprehensive Riyadh Integrated development is well in line with the Vision 2030 objectives and will contribute to six key areas:



2.3. The Program's Strategic Objectives

- a. The National Industrial Development and Logistics Program (NIDLP) is mandated to transform the Kingdom of Saudi Arabia into a leading industrial powerhouse and a global logistics hub that can meet local and regional market needs.
- b. The Riyadh Integrated aligns with the aspirations of NIDPL and is aimed at improving infrastructure, transport networks and logistics standards in order to develop freight and passenger services, positioning KSA as the preferred destination for logistics companies.
- c. The Zone development is well in line with the Vision 2030 objectives, and in particular the logistics sector aspirations, which are highly rooted in offering competitive logistics transport services and class-A standards for storage facilities, integrating innovative procedures, and leveraging on existing and planned urban infrastructures.



2.4. The Program's Aspirations

- a. The Masterplan is grounded on three founding principles that will render the Riyadh Integrated a new model for logistics zones:



Sustainability & Technology



Reducing environmental impact, increasing productivity, and fostering innovation.



Efficiency & performance



Reducing travel time of people and goods.

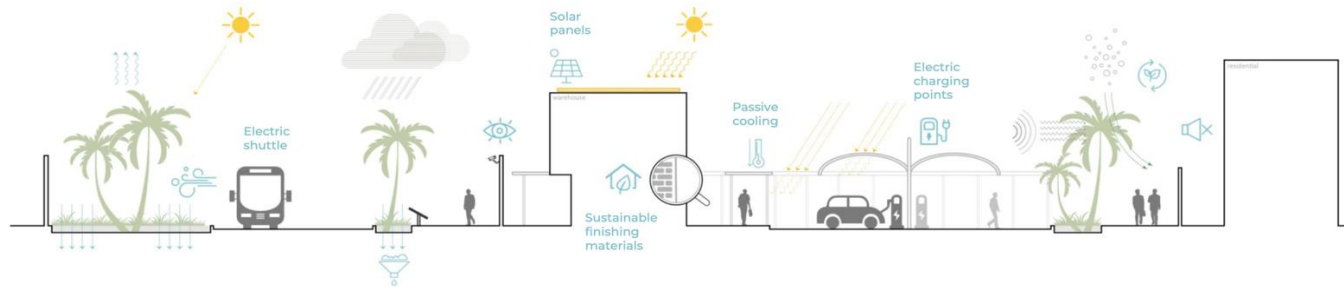


Quality & Commodity

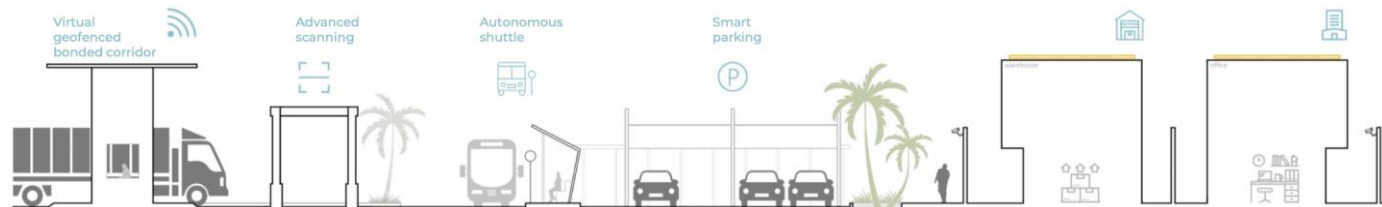


Attracting international market leader companies and ensuring high level of services and living standards.

- b. Sustainability and innovation are embedded in the Program through comprehensive planning principles and new technologies:



- c. Logistics efficiency plays a key role in the Zone, as every planning and design decision aims at minimizing operation time and facilitating the movement of goods and people. The road network is dimensioned to ensure smooth operations, while smart technologies and innovative systems ensure maximum safety and control:

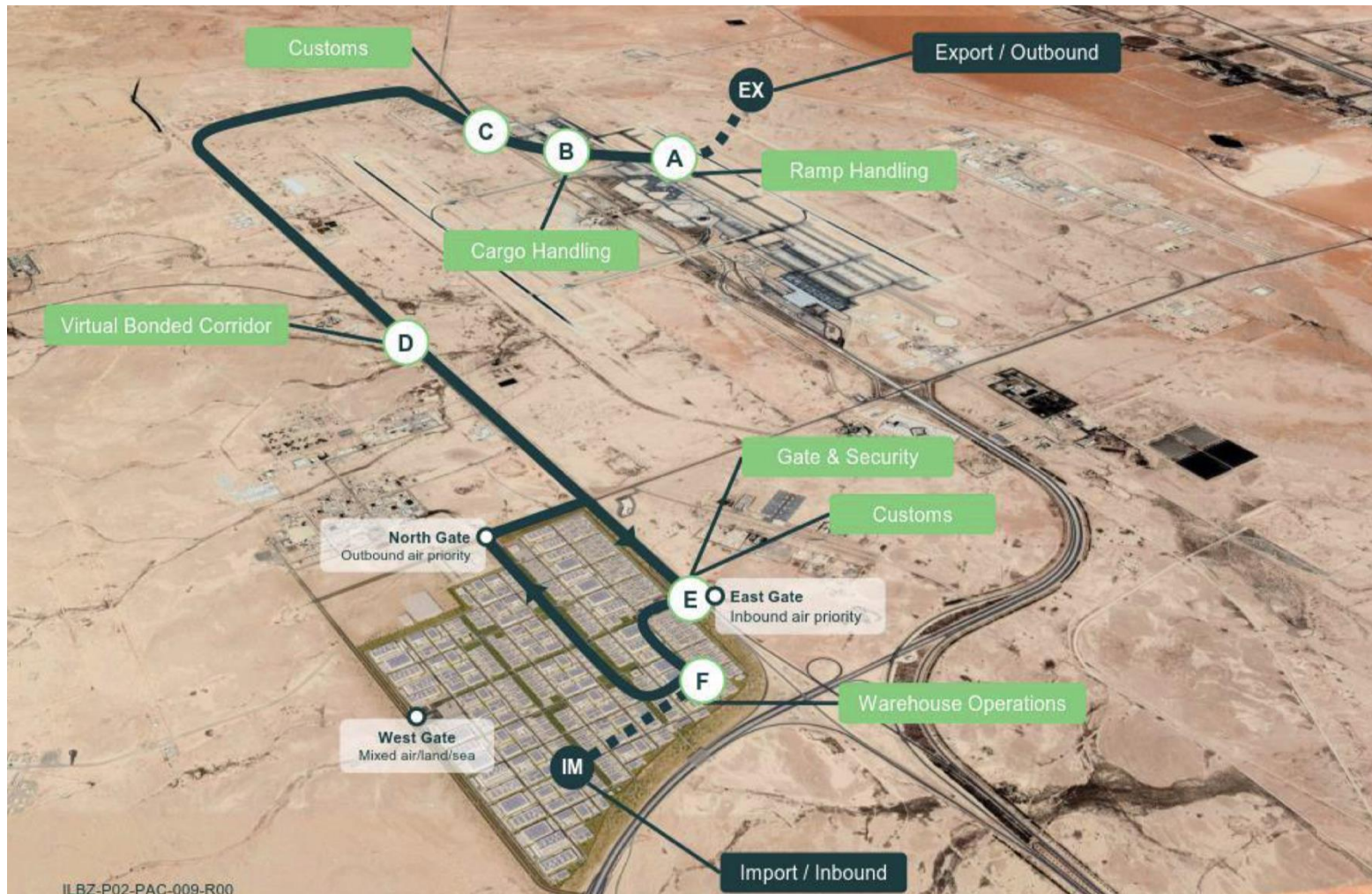


- d. The attractiveness of the Program is granted through the following design principles:



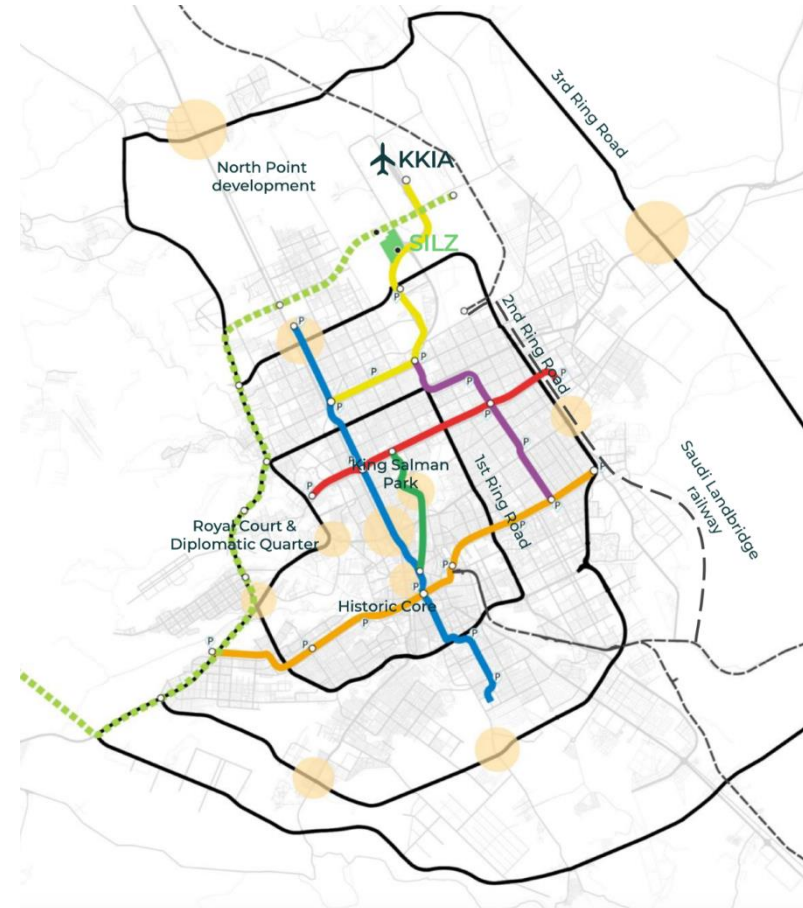
2.5. Logistics Movement

- a. The Zone is located in Riyadh on a land area of approximately 3 million square meters.



2.6. Accessibility

- a. Riyadh Integrated is strategically located in the north of Riyadh.
- b. It enjoys global and regional connectivity via its proximity to the airport and to the Saudi land bridge railway (future plan).
- c. At city scale, the site is adjacent to both, the planned metro network and ring road system.
- d. Riyadh is undertaking a worldwide unprecedented challenge of delivering simultaneously a complete metro system of 6 lines. In addition, a multi-layered system of BRT, buses, and feeder shuttles is currently being delivered to reduce car dependency and shift towards a more sustainable mobility framework.
- e. A seventh line, which will be adjacent to the site, is currently under study by the Authorities.

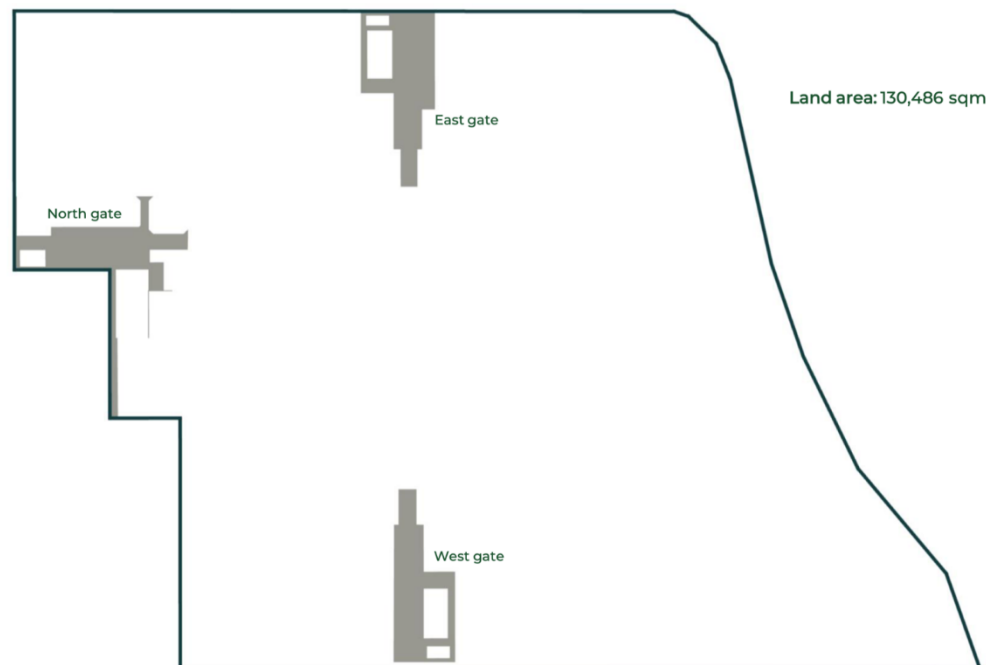


2.7. Land Use



2.8. Access Gates

- a. Three gates are provided with adequate control levels, necessary to keep the Zone secured and protected per high security standards:
- i. West gate: the main access point for all vehicles originating from Riyadh.
 - ii. East gate: the main access point for all vehicles originating from the cargo area.
 - iii. North gate: the main access point for vehicles originating from both the cargo area and Riyadh.



2.9. Operations and Control

- a. The Zone is planned in coordination with the Customs Authorities to provide seamless procedures with innovative systems to reduce time and cost while transiting inside and outside.
- b. Customs plots are located at each gate, providing buildings for security, control, and seizure.
- c. The SILZ control and visitors center is located at the north gate.



2.10. Right of Way

- a. The right of way includes roads, medians, sidewalks, and green areas.
- b. To encourage walkability, great quality is provided along the streets, with trees and shading facilities.
- c. Roads in the proximity to the east and west gates are used for overnight parking of autonomous trucks that connect SILZ to the cargo area, as well as long-term stay for trucks.



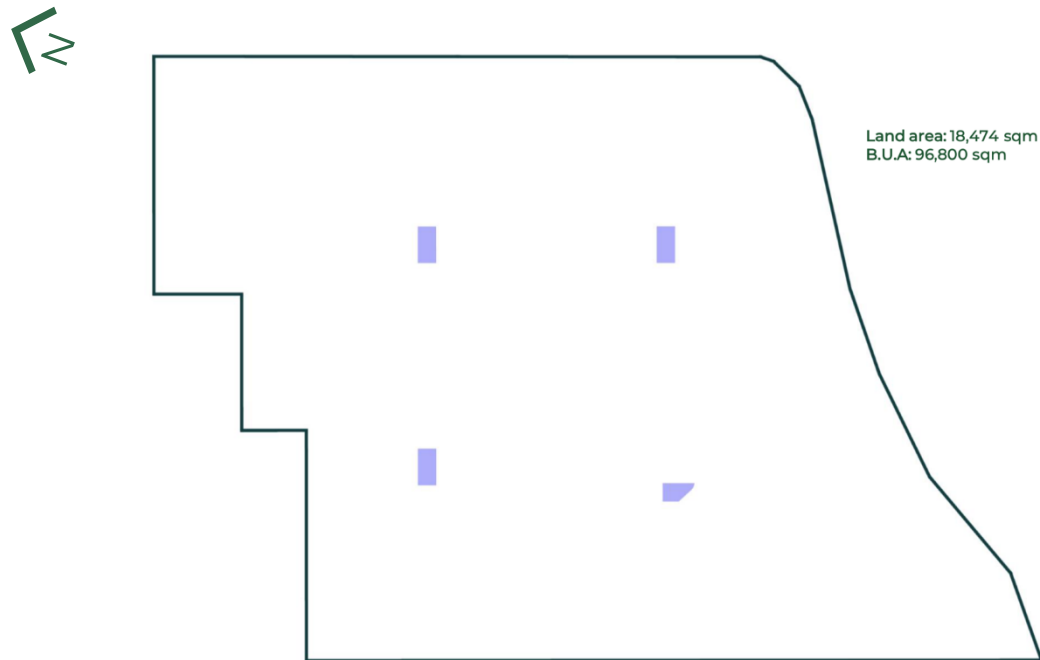
2.11. Parking

- a. Different and dedicated parking areas are provided for visitors and employees of SILZ.
- b. Parking areas for visitors are provided at each gate.
- c. Employees' parking areas are provided within the plots.



2.12. Future Parking Expansion

- a. Four plots are reserved for future parking expansion.



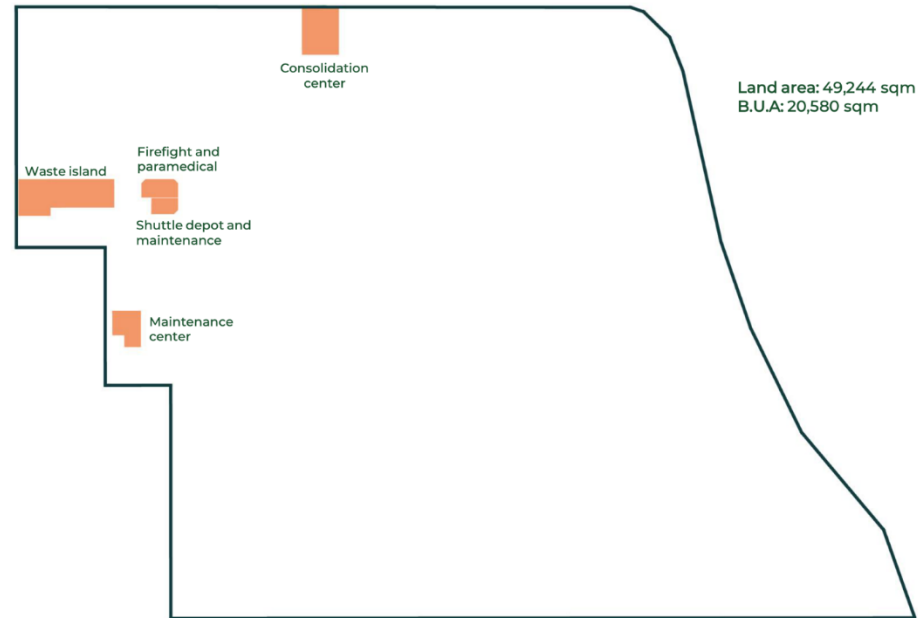
2.13. Warehouses, Light Industry, and Assembly

- a. Warehouses, light industry, and assembly are key elements of the Masterplan.



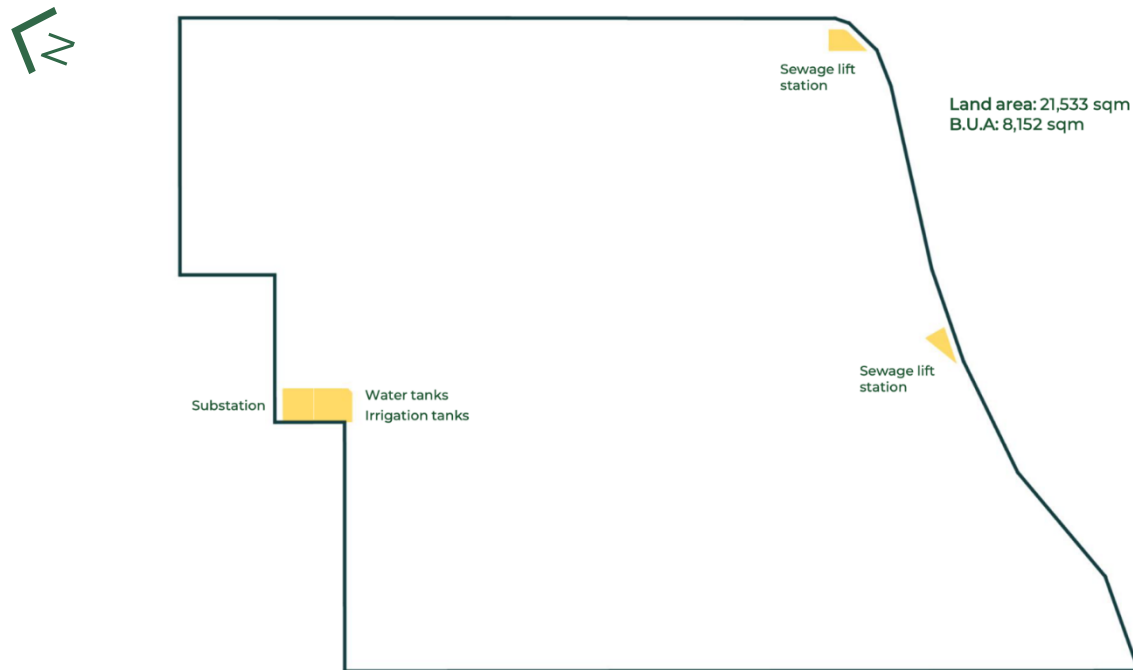
2.14. Supporting Facilities

- a. Supporting facilities are provided for the management of essential services provided by SILZ, such as waste management, internal maintenance of green areas and streetscape, delivery service, and emergency service.
- b. Their location is planned to provide maximum efficiency for access from external roads and internal service.



2.15. Utilities

- a. The Zone is provisioned with four types of utility facilities: domestic and firefighting water tank, irrigation water tank, power sub-station, and sewage lift stations.



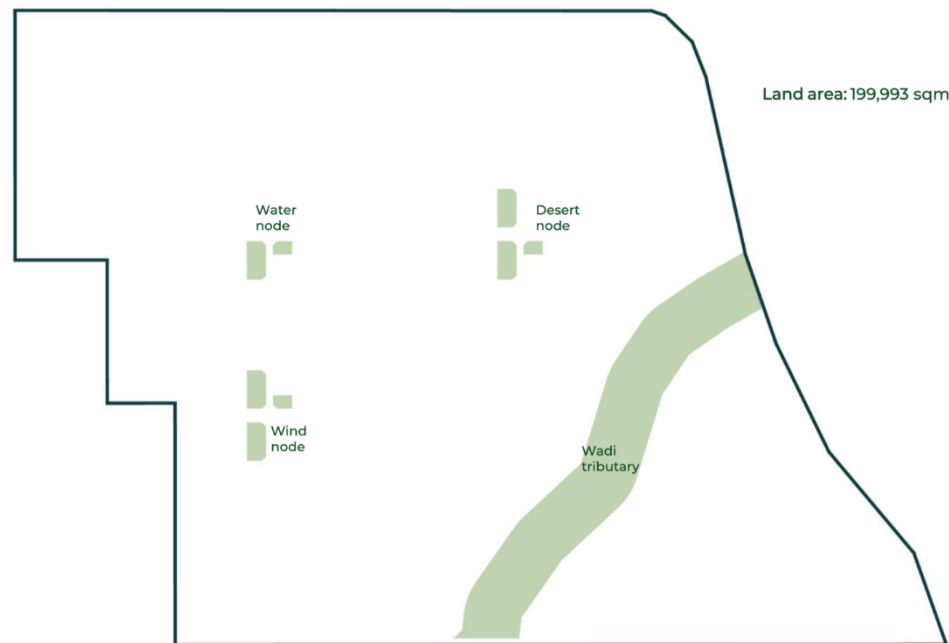
2.16. Public Amenities

- a. Public amenity buildings cater for the daily needs of all employees in the Zone.
- b. Amenities include Mosques, F&B, and retail distributed throughout the Masterplan to enable serving the entire area within walking distances.



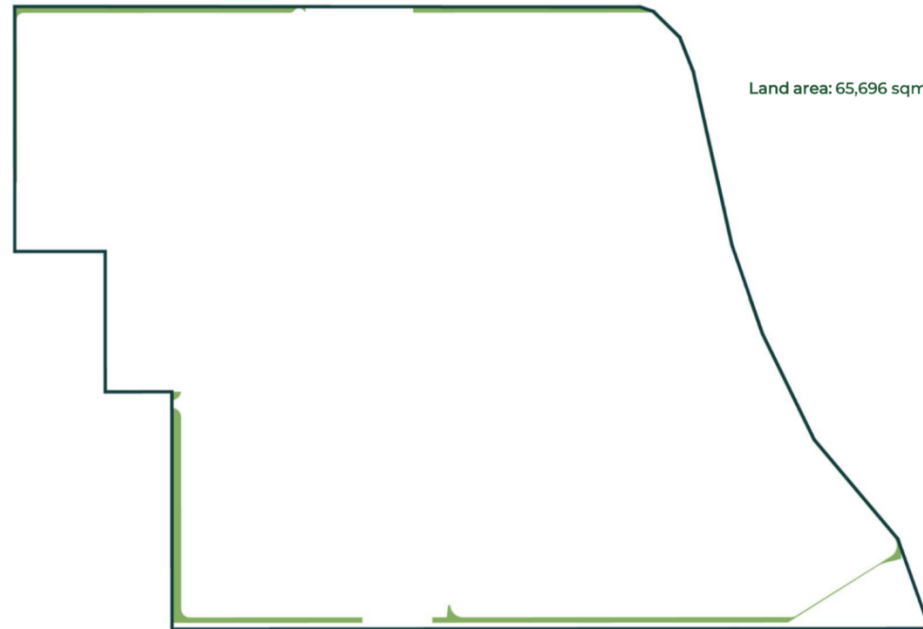
2.17. Open Spaces

- a. Adequate provision of open space in terms of quantity, quality, distribution, and diversity is provided positively impact the vitality of the Zone development and provide an attractive living environment for employees.
- b. A series of pocket parks and green areas are distributed throughout the Zone for ease of accessibility.



2.18. Green Buffer

- a. The green buffer along the perimeter separates the Zone from its surrounding developments, with a minimum width of 5 meters, which increases along the southern boundary.



CHAPTER 3

AN OVERVIEW OF THE DEVELOPMENT PROCESS

3.1.The Activities

- a. The Activities a Tenant may be licensed to conduct in the Zone (as the case may be in accordance with the pertinent Lease Agreement) include one or more of the following activities:

Maintenance, repair, processing, modification, development, assembly and storage of goods.

Sorting, packaging, filling, re-filling, trading, distribution, handling and use of goods or other goods (including simple manufacturing processes) in any form.

Import, export and re-export of goods.

Value-added services, logistics, and after-sales services.

Recycling of waste and electronic waste.

- b. Any other activities are prohibited.

3.2. Lease Models

a. The Riyadh Integrated offers three Lease Models:

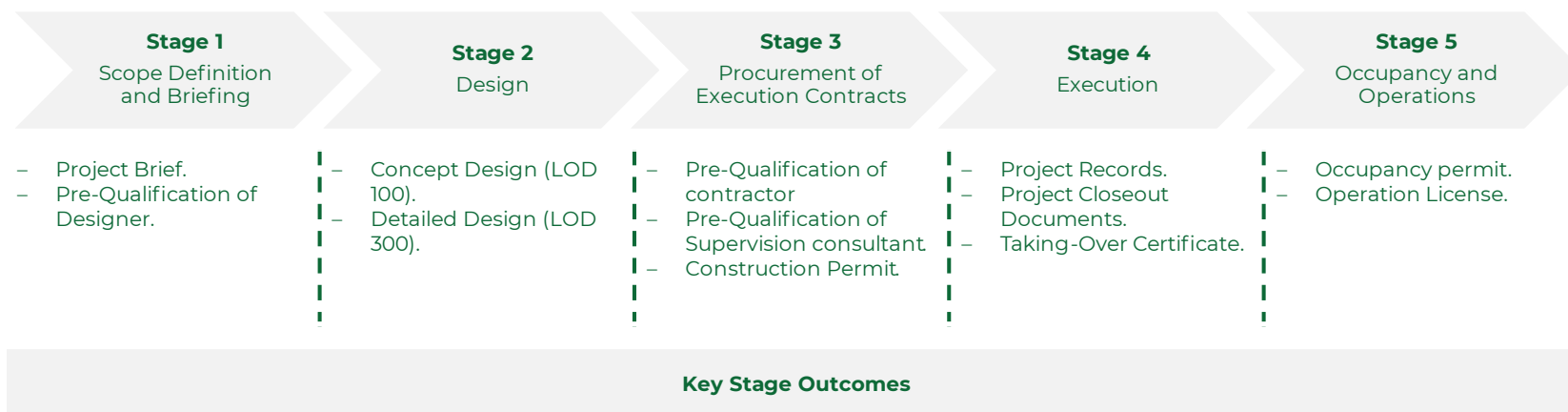
- i. Vacant-Plot Lease Model, where the Tenant leases a Plot and finances, designs, executes, operates, and maintains a Unit in accordance with the Lease Agreement (including these Tenants Development Guidelines);
- ii. Built-to-Suit Lease Model, where the Tenant leases, operates, and maintains a Unit that is financed, designed, and executed by SILZ in accordance with the Lease Agreement (including these Tenants Development Guidelines and the Tenants' Requirements); and,
- iii. Pre-Built Unit Lease Model, where the Tenant leases, operates, and maintains a pre-built standard Unit financed, designed, and executed by SILZ in accordance with standard requirements and the Lease Agreement (including these Tenants Development Guidelines).



All Plots and Units are ultimately handed over to the Master Developer at the expiry of the Lease Term.

3.3. The Development Stages

- a. The overall development process at the Riyadh Integrated will undergo a series of key activities under distinctive stage-gates. Each development stage will result in key outcomes and deliverables. The Project will only proceed to a subsequent stage after the attainment of the specific outcomes and deliverables.
- b. The following process flowchart summarizes the overall development process, followed by chapter 4 which sheds further light on the particulars of each stage under the three distinctive Lease Models' routes.



3.3.1. Stage 1: Scope Definition and Briefing

- a. Stage 1 of the development process is a foundational step in the progression of the Project. During this stage, the groundwork for the Project is laid down through the preparation of the Project Brief and the appointment of the design consultant(s). Stage 1 is the phase where the Project's "what", "why", "who", "when", "where", and "how" are defined.

Purpose	The purpose of Stage 1 is twofold: to create a detailed Project Brief and to engage a competent design consultant. The Project Brief outlines the Project's goals, requirements, timeline, and other key aspects. This brief serves as a roadmap, guiding all subsequent design and construction activities. At the same time, this stage involves the procurement process for the design consultant(s) who will translate the Project Brief into a tangible design. This includes pre-qualification, tendering, and finally the contract award.
Importance	This stage sets the direction for the entire Project. A well-crafted Project Brief aligns the expectations of all stakeholders and provides a benchmark against which the Project's progress can be measured. On the other hand, selecting the design consultant(s) is equally critical as they bring technical expertise and creative acumen to convert the Project Brief into a viable and efficient design. An inappropriate consultant choice could result in design issues, cost overruns, or even Project failure.
Key Deliverables and Outcomes	• Project Brief. • Pre-Qualification of Designer.
Key Takeaways	• A clear and comprehensive Project Brief is crucial for successful Project execution and forms the foundation for all subsequent stages. • The appointment of a design consultant marks the transition from planning to implementation. A suitable consultant significantly contributes to achieving the Project's goals. • Both the Project Brief and the selection of a design consultant should involve a participative process between the Tenant and the Master Developer. This participation ensures alignment and ownership, reducing potential conflicts during subsequent stages. • Decisions made during this stage can directly impact project cost, schedule, and overall quality.

3.3.2. Stage 2: Design

- a. In Stage 2, the appointed design consultant(s) transforms the Project Brief into a tangible Project design. During this stage, the Project undergoes a sequence of design stages - concept, and detailed. The outcomes of this stage allow launching the procurement of execution contracts under Stage 3.

Purpose	The principal purpose of Stage 2 is to bring to life the goals and requirements outlined in the Project Brief through a detailed and comprehensive design. This stage begins with the concept design, where the Project's broad strokes are defined. The process concludes with the technical or detailed design, which provides complete construction drawings, specifications, pricing schedules, and other any other pertinent documents.
Importance	Stage 2 bridges the gap between planning and execution. A well-considered and executed design is the blueprint for successful construction and operation of the Project.
Key Deliverables and Outcomes	• Concept Design. • Detailed Design.
Key Takeaways	• The design process, which includes concept, and detailed stages, is iterative and collaborative. It requires continuous engagement from all stakeholders to ensure alignment with the Project Brief and these Tenants' Development Guidelines. • Stage 2 demands a thorough and diligent approach as decisions made during this stage influence project cost, schedule, and overall quality. Inadequate design or regulatory compliance issues can result in severe setbacks in the subsequent construction phase.

3.3.3. Stage 3: Procurement of Execution Contracts

- a. Stage 3 is a decisive phase in the development process where the transition from the design to the construction phase takes place. This stage involves the preparation and issuance of Request for Proposals (RFPs) for construction and site supervision contracts, tendering, and ultimately, the awarding of these contracts - and culminates in the issuance of the Construction Permit.

Purpose	The primary objective of Stage 3 is to make the final preparations for the commencement of construction activities. The Project's detailed design is finalized, serving as the definitive reference for construction. RFPs are prepared and issued to potential contractors, and after a rigorous tendering process, the most suitable contractors and consultants are awarded the construction and site supervision contracts. Stage 3 also involves obtaining necessary approvals, with the final milestone being the acquisition of the Construction Permit.
Importance	Stage 3 is crucial as it sets the groundwork for the physical realization of the Project. The accuracy and completeness of detailed drawings directly influence the efficiency and quality of the construction phase. The tendering process and contract award are equally significant, ensuring that competent and capable contractors and supervision consultants are selected, in alignment with the Project's cost, quality, and timeline requirements. Facilitating the issuance of Construction Permit.
Key Deliverables and Outcomes	• Pre-Qualification of General Contractor. • Pre-Qualification of FLS Contractor. • Pre-Qualification of Supervision Consultant. • Pre-Qualification of FLS Supervision Consultant. • Construction Permit.
Key Takeaways	• The preparation and issuance of RFPs, followed by a meticulous tendering process, are vital to identify and appoint suitable contractors and supervision consultants, ensuring that these parties are capable of meeting the Project's requirements. • The awarding of contracts signifies the completion of the pre-construction stages and the commencement of the on-site construction activities. • Decisions and actions undertaken in Stage 3 play a vital role in the success of the construction phase. Any inaccuracies in the detailed drawings or mistakes in the tendering and contract award process can lead to severe delays, cost overruns, and quality issues during construction. Therefore, thoroughness and diligence are key in this stage. • The issuance of the Construction Permit gives the green light for construction to commence.

3.3.4. Stage 4: Execution

- a. In Stage 4 the physical transformation of the Project takes place. It involves the execution and supervision of the Plot and Unit works, the maintenance of Project records and compilation of closeout documents.

Purpose	The primary objective of Stage 4 is to actualize the Project design into a functional structure. By meticulously following the Issued for Construction (IFC) drawings, construction teams transform the Project from blueprints to built form. Post construction, closeout documents are compiled to provide a comprehensive record of the construction process.
Importance	Stage 4 is crucial as it signifies the transformation of a project from conceptual designs and detailed plans into a tangible, usable structure. It is during this stage that all the planning and design efforts of the previous stages materialize. The successful execution of construction works, adherence to safety standards, and effective project controls are essential to the completion of the project within time, cost, and quality parameters.
Key Deliverables and Outcomes	• Project Records. • Project Closeout Documents. • Taking-Over Certificate.
Key Takeaways	• Stage 4 is the execution stage where the designs and plans are brought to life through construction activities. It requires stringent project controls, quality assurance, and safety protocols to ensure successful delivery. • The maintenance of Project records and compilation of Project closeout documents creates a valuable resource for future reference, operations, and facility management and maintenance. • Stage 4 is the tangible manifestation of the Project vision and objectives set out in the initial stages. The successful execution and completion of this stage are the final steps in delivering a Project that meets the Project Brief expectations.

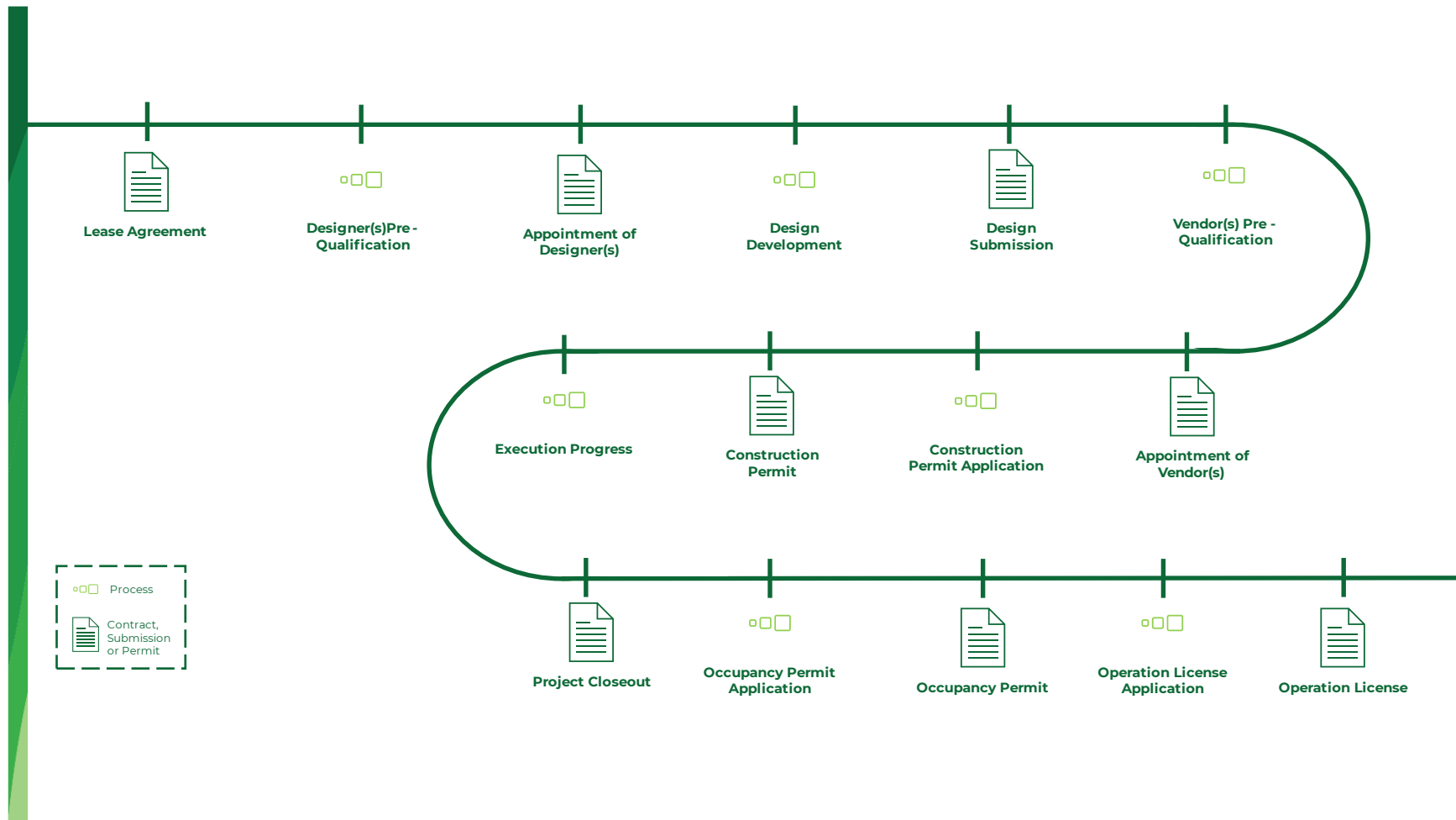
3.3.5. Stage 5: Occupancy and Operations

- a. Stage 5 marks the end of the Project lifecycle. It commences when the Tenant starts preparing the Tenant's Operating Manual and applies for an Occupancy Permit and Operations License. Concurrently, the appointed contractor(s) and supervision consultant(s) resolve any remaining snags and complete any outstanding work. Following the defects notification period, a performance certificate is issued to the contractor(s). Starting from the beginning of Stage 5, the Tenant occupies, operates, and maintains the Plot and Unit for the duration of the Lease Term. At the end of the lease, the Tenant hands over the Plot and Unit back to SILZ.

Purpose	The primary aim of Stage 5 is to ensure the Project's successful and smooth transition from the construction phase to the operation phase. It also involves maintaining the Plot and Unit throughout the Lease Term and facilitating a seamless handover process at the end of the lease.
Importance	Stage 5 concerns the longevity and functioning of the Project. This stage involves safeguarding the physical and operational integrity of the built assets throughout their lifecycles. It ensures that the assets serve their intended purpose efficiently and effectively during the Lease Term.
Key Deliverables and Outcomes	• Occupancy Permit • Operations License.
Key Takeaways	• The receipt of the occupancy permit and taking-over certificate signifies the project's readiness for occupation and the official completion of construction, respectively. • Stage 5 ensures the Project's transition from construction to operation is well-managed, facilitating the Tenant's use of the unit. • The Tenant's Operating Manual and Operations License are crucial tools in guiding the Tenant's successful operation and maintenance of the Plot and Unit. • It is vital for the appointed contractor(s) and consultant(s) to resolve any remaining snags, complete outstanding work, and secure a Performance Certificate, marking the end of their contractual obligations. • This stage also includes provisions for the systematic handover of the Plot and Unit back to SILZ, ensuring the Project's future use and viability after the lease term ends. It's a testament to the project's sustainability and the effective collaboration of all stakeholders throughout the project's lifecycle.

3.4. The development journey

- a- Illustration of the overall journey from signing the lease agreement to obtaining the operation permit, the journey differentiate between submission and processes.



b. Deep dive into submissions/processes details and requirements.



c. Indicative review duration for each submission.

Submission	Review duration (Working days)						
Designer pre-qualification report	7						
Concept Design		10					
Detailed Design			15				
Vendors pre-qualification report				7			
Construction permit					10		
Occupancy permit						15	
Operation License							5

CHAPTER 4

GENERAL DEVELOPMENT GUIDELINES

VACANT-PLOT

4.1. Introduction

- a. This Chapter provides the general development guidelines under the Vacant-Plot Lease Model, a scheme wherein the Tenant leases a Plot and finances, designs, procures, executes, operates, and maintains a Plot and a Unit in adherence with the provisions of the Lease Agreement and these Tenants Development Guidelines.
- b. The Chapter delves into the intricacies of process flows, accountability for works, and task-specific responsibilities that shape each stage of development.
- c. The primary objective is to clarify the dynamic and interconnected responsibilities that come into play when developing a vacant Plot. To ensure a comprehensive understanding and straightforward navigation, this Chapter presents guidelines using illustrative flowcharts, indicative timelines, and matrices. This aids in distinctly demarcating roles, responsibilities, and the sequence of key development activities.
- d. The Chapter unfolds with process flowcharts and indicative timelines for the five stages of development. These graphical tools delineate the sequence and interdependence of activities within each stage of the development cycle, functioning as a strategic roadmap for Tenants as they navigate the Vacant-Plot Lease Model development process. The timelines bestow a temporal perspective on the Project, aiding all stakeholders in effectively planning and coordinating their respective activities.
- e. Next, the Chapter offers a granular view of the key activities that form part of the development process, conveyed through an activities' action matrix. This matrix serves as a tabulated elaboration of the process flowcharts, shedding light on the individual activities necessitated by each stage of development. This not only assures an efficient workflow but also instills a sense of accountability and role clarity.
- f. Following this, the Chapter presents the scope delineation matrix, a detailed chart assigning accountability for each component of the Project. The goal here is to sidestep, as far as possible, the potential pitfalls of scope duplications or omissions, as well as any ambiguity regarding which party is responsible for financing, procuring, designing, constructing, testing, commissioning, operating, and maintaining the Project components.
- g. In essence, the aim of this Chapter is to foster efficient, effective, and successful developments within the Zone. By defining processes, assigning responsibilities, and offering temporal frameworks, SILZ aspires to cultivate clear communication, cooperative efforts, and efficient operations.

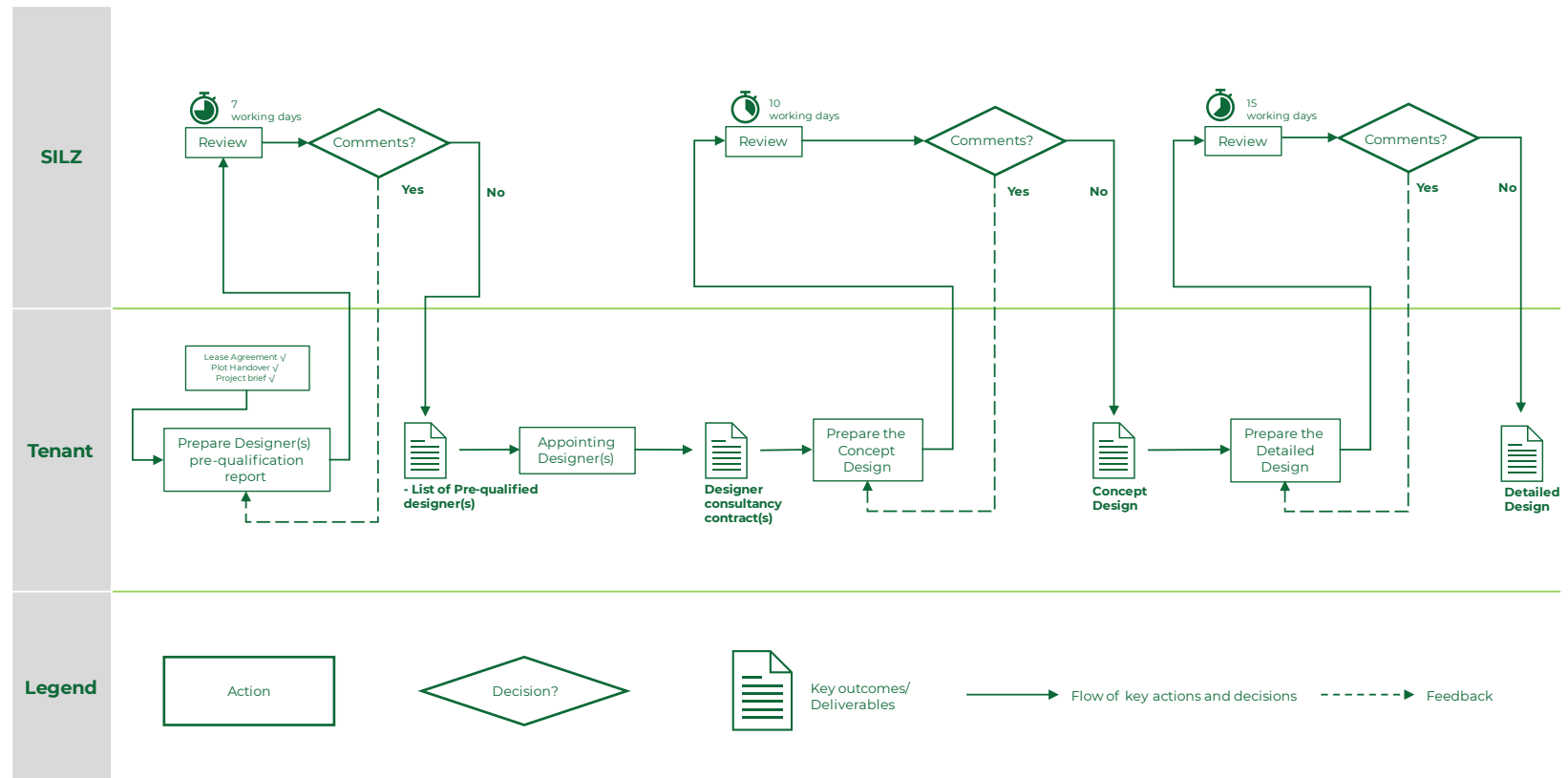
h. Important general notes are made:

- i. Whenever SILZ's feedback is required to a particular activity for which the Tenant is responsible, the said feedback will depend on the particular activity. Further detailed guidance in respect thereof is provided in subsequent Chapters and Sections of this Document. However, to the stated extent, SILZ's feedback is confined to reviewing, supporting, facilitating, or undertaking ad hoc and/or periodic inspections.
- ii. Any feedback by SILZ will not constitute a comprehensive examination and is not intended to ensure compliance with the Applicable Law, the Building Code, Good Industry Practice, the Implementing Regulations, or any other applicable codes, standards, decrees, laws, rules, or regulations. As such, any feedback (or lack of feedback) by SILZ is for information only and shall not be construed to lessen, discharge, or otherwise affect the Tenant's obligations, warranties, or liabilities under the Lease Agreement or at law, or result in any liability on the part of SILZ. The Tenant remains fully responsible for the contents, accuracy, adequacy, outcomes, and compliance of all development activities under the Vacant-Plot Lease Model.
- iii. Although it is understood that specific development activities (on a case-by-case basis) may be merged or undertaken in varying sequences (such as in the instance when the Tenant adopts a design-build or construction management procurement route), the development process and the stage-gates shall be respected and adhered to, nonetheless.

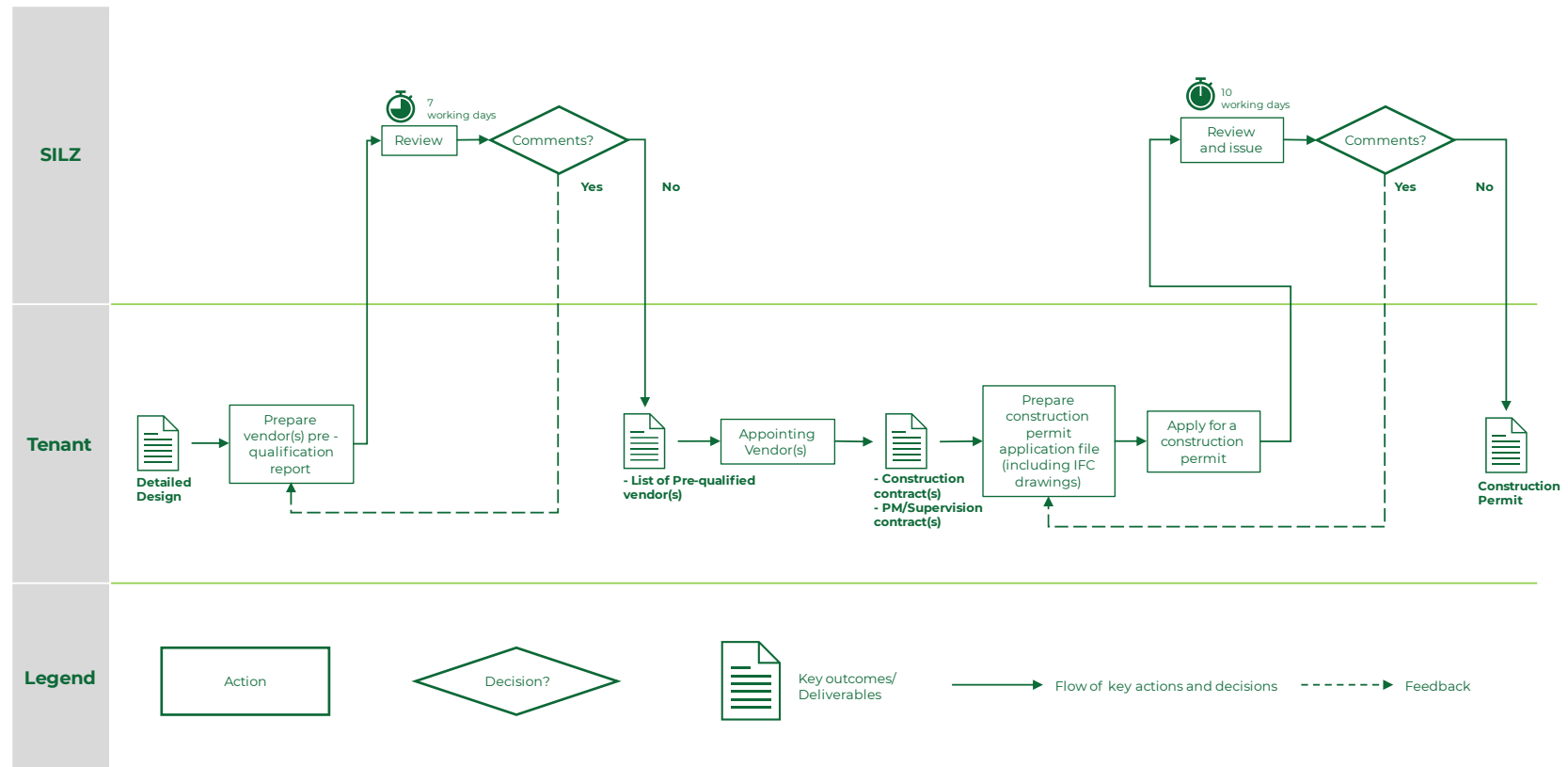
4.2. Process Flowcharts

- a. This Section provides flowcharts which serve as a visual guide illustrating the sequential activities for each of the five development stages in the Vacant Plot Lease Model. The intent is to ensure Tenants have a clear understanding of the steps and responsibilities they need to undertake for the successful development of their Project.
- b. The flowcharts are intended to be an easy-to-navigate tool that demystify the development process by breaking it down into manageable stages. They distinctly outline the sequence of activities, thereby reinforcing role clarity and reducing potential ambiguity.

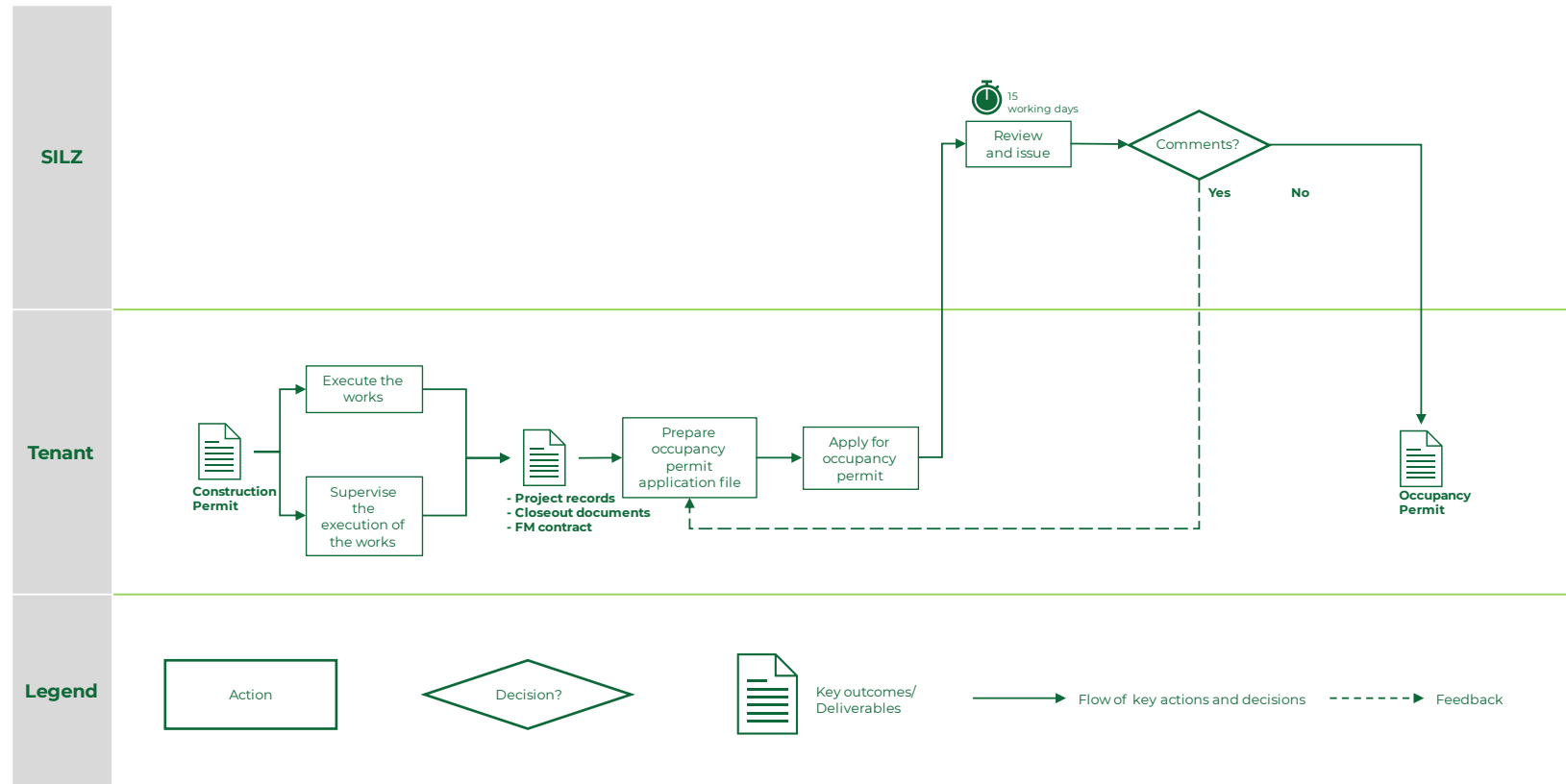
4.2.1. (Stages 1,2) Scope Definition and Briefing, Design



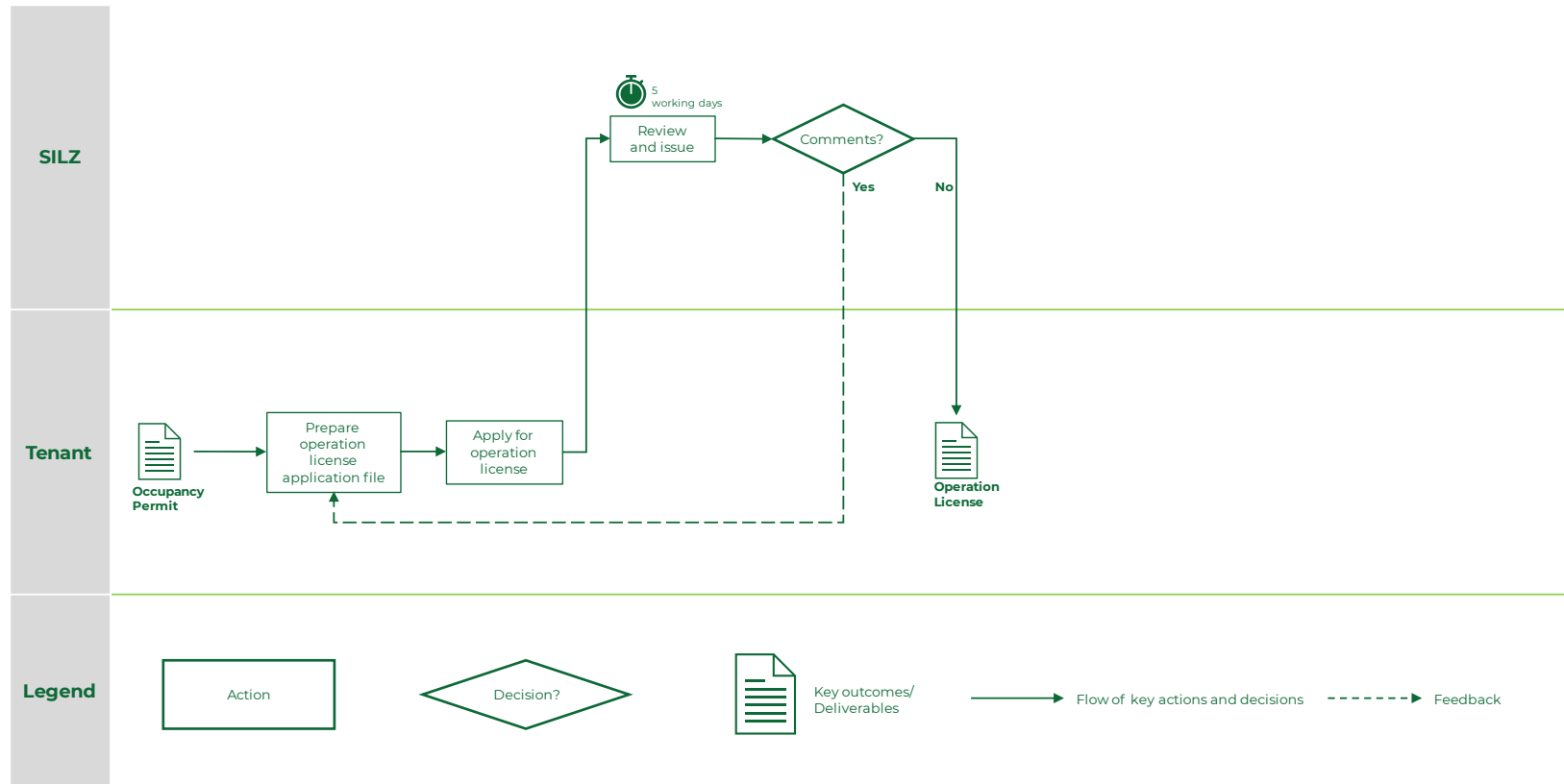
4.2.2. (Stages 3) Procurement of Execution Contracts



4.2.3. (Stages 4,5) Execution, Occupancy



4.2.4. (Stages 5) Operations



4.3. Scope Delineation Matrix

- a. The purpose of the scope delineation matrix is to prevent duplication or omission of Project work or tasks. By clarifying who is responsible for each component of the Project, we can ensure a more streamlined and efficient process, minimizing potential misunderstandings or conflicts that could arise from ambiguity.
- b. This matrix is designed to be comprehensive yet easy to navigate, clearly outlining the divisions of labor and responsibility in a user-friendly format.

Works	Finance	Design	Procurement	Construction	Testing and Commissioning	Operation	Facility Management
Plot civil and ground works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Plot external works (Fence, roadwork, pavement, hardscape, softscape, and other works)	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Structural concrete and steel works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Façade and cladding works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Roof works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Waterproofing works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Masonry, drywall, and glass/aluminum partitioning works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Non-decorative metal works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Internal and external doors, windows, and glass curtain walls	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Non-decorative ceiling finishing works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Non-decorative wall finishing works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Non-decorative floor finishing works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Raised flooring works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Heating, ventilation, and air conditioning works (including CRAC units)	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Domestic water: Plot tapping points works	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Domestic water: all components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Irrigation water: Plot tapping points works	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Irrigation water: all components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Hot water: all components	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Sewage: Plot tapping points works	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Sewage water: all components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Drainage: Plot tapping points works	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Drainage: all components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant

Firefighting: Plot tapping point works	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Firefighting: all components from the tapping point downstream (including water tanks and pumps)	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Fire suppression works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Smoke and fire detection and alarm	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Any other fire and life safety work	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Non-decorative lighting and control (including emergency lighting)	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Power: Ring main units (RMU)	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Power: All components from the RMU downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Power: emergency power plant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Power: photovoltaic system	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Power: Uninterruptable Power System (UPS)	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Power: Centralized battery system (CBS)	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Telecom/data: Plot tapping points	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Telecom/data: Passive components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Telecom/data: Active components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Access control: Passive components	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Access control: Active components	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
CCTV and other security systems: Passive components	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
CCTV and other security systems: Active components	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Building Management System (BMS): Passive components	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Building Management System (BMS): Active components	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Other low current works: Plot tapping points	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Other low current works: Passive components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant

Other low current works: Active components from tapping points downstream	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Racking, guards, and bollards	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Branding signage and other special signage	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
FF&E	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Interior design, branding, and decorative works	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
SOE	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
MRO equipment	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
In case of completion of Plot and Unit Works before completion of the Zone mains / permanent infrastructure.							
Temporary domestic water (related works, services, and supply of materials).	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Temporary irrigation water (related works, services, and supply of materials).	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Temporary sewage septic tank (related works, services, and supply of materials).	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Temporary fire water (related works, services, and supply of materials).	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Temporary power (related works, services, and supply of materials).	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Temporary telecom / data connectivity.	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Temporary emergency medical services.	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant	Tenant
Temporary security services (external to the Plot).	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Temporary civil defense support services (external to the Plot).	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Temporary bonded fence.	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Temporary asphalted access road (including road furnishing).	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Temporary ZATCA (Customs) operations (related works, services, and supply of materials).	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ
Storm water management (external to the Plot).	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ	SILZ

CHAPTER 5

DETAILED DEVELOPMENT GUIDELINES

5.1. Communications and Information Exchanges

5.1.1. Introduction

- a. Effective communication is the backbone of a successful Project. It ensures that the Parties and their stakeholders are aligned and are working towards common goals, minimizes misunderstandings, and provides a clear channel for exchanging information and resolving questions and issues as they arise.
- b. From this stance, this section is designed to set forth the rules, protocols, and standards that govern how information will be shared and exchanged between the Parties.
- c. The guidelines laid out in this section serve to foster a culture of openness, collaboration, and transparency among all Project participants. Adhering to these guidelines ensures that everyone has access to the information they need, that the information is consistent and reliable, and that the communication process supports the overall success of the Project.
- d. Whether it's daily updates, major announcements, or routine inquiries, the structure provided here ensures that communications are managed in a way that strengthens the Project and enhances the working relationships of everyone involved.
- e. For the avoidance of doubt, this section is to be construed as complementing or supplementing (as the case may be) the formal communication procedures set forth under the Lease Agreement. Accordingly, this section shall be construed on an "unless otherwise stipulated under the Lease Agreement" basis and shall not be understood as amending or otherwise superseding the stipulations of the Lease Agreement.
- f. Herein, "communications" refer to all notices, notifications, demands, requests, inquiries, transmittals, information, and any other kind or form of communication to be given, made, or exchanged under or in connection with the Lease Agreement.

5.1.2. Representatives and Addresses

- a. A single point of contact from each Party shall be appointed throughout the Lease Term for all communication purposes.

- b. The single point of contact shall be a representative of the Party, as appointed and notified in writing by each Party to the other.
- c. During Stages 1, 2, 3, and 4 of the development process, the representative of each Party shall be a person who is senior, competent, and qualified in the field of construction development, design, procurement, and execution. During Stage 5 of the development process, the representative of each Party shall be a senior, competent, and qualified person in the field of operations and facility management.
- d. The address for communications for each Party shall be notified in writing to the other Party. The address for communications could be the email address of the Party's appointed representative.
- e. Each Party's representative shall be responsible to communicate with the other Party's representative. Internal distribution and retrieval of communications within and in between the Party's teams, personnel, and other appointed entities (including Vendors) shall be the responsibility of each Party.
- f. Parties are at liberty to copy in their communications other addresses, entities, Vendors, and personnel, as long as abidance by confidentiality obligations is maintained, which shall be the responsibility of each Party.

5.1.3. Changes to Representatives or Addresses

- a. A Party may change its address for communications or its representative by giving written notice, and such change shall take effect at 9:00 AM on the later of:
 - i. The date, if any, specified in the notice as the effective date for the change; or,
 - ii. The date five business days after deemed receipt of such notice.

5.1.4. Form of Communication and Language

- a. All communications shall be in writing in the English language.
- b. However, it is to be understood that the Tenant may be required to use the Arabic language for specific communications with the other authorities, and external stakeholders, if and when required.

5.1.5. Signatures

- a. Except where the communication is in a text form in the body of an email, all communications (including communications attached to emails and communication forms as will be clarified subsequently) shall be signed by or on behalf of the Party's appointed representative.

5.1.6. Medium

- a. E-mail is the preferred medium for communications.
- b. Internal storage (whether local, cloud-based, or otherwise) of communications is the responsibility of each Party. Nonetheless, the Tenant is required to maintain records of all communications.

5.1.7. Format

- a. Electronic documents in pdf format are the preferred format for Project documents, information, and records. Other electronic document formats, such as spreadsheets and ACAD files, may be used, as the case may require.

5.1.8. Receipt

- a. In the absence of evidence of earlier receipt, any communications shall be deemed given:
 - i. In the case of personal delivery by hand, at the time of delivery against a receipt stamp or a signature attesting receipt by the receiving Party;
 - ii. In the case of delivery by email, at the time of transmission to the Party's address for communications, provided no delivery error is received by the sender; and,
 - iii. In the case of delivery by an internationally recognized courier company, on the date and at the time of signature of the courier's delivery receipt.

- b. All times for communications are to be read as local time of Riyadh, Kingdom of Saudi Arabia, disregarding the local time of the sender or the receiver.
- c. If deemed receipt is not within business hours (meaning 9:00 AM to 5:00 PM on Sundays to Thursdays on a day that is not a public holiday as announced in the Kingdom of Saudi Arabia), the communication is deemed to have been received when business next starts in the Kingdom of Saudi Arabia.

5.1.9. Project Directory

- a. The Tenant shall be responsible to develop a Project directory collating the contact details of key personnel and Vendors engaged by the Tenant, in line with the form annexed to these guidelines under Annex 5.1.B.
- b. The Tenant shall be responsible to update the Project directory upon any changes or additions to the Tenant's appointed personnel and Vendors.
- c. A copy of each updated Project directory shall be conveyed to SILZ.

5.1.10. Forms and Templates

- a. Annexed to these guidelines are forms and templates which the Parties will comply and use for particular communications and information exchanges.
- b. Under each section of this Chapter 5 (Detailed Development Guidelines), the suite of forms and templates that are applicable (if any) to the particular section of the Chapter will be listed out.
- c. Forms are predefined documents with specific fields that need to be filled out, often used to collect information in a standardized manner. The Tenant shall not make any changes to any of the forms.
- d. Templates, on the other hand, are guides or outlines that provide a structured format for creating documents, and they can be customized and adapted to specific needs. While forms constrain the user to particular inputs, templates offer more flexibility and can be tailored to various applications or documents.
- e. If any changes to forms or templates are necessary, SILZ will communicate the revised forms or templates to the Tenant.

5.1.11. Information Exchanges and Communication Forms Register

- a. All communications to be given or made under or in connection with the Lease Agreement shall be processed in accordance with the below guidelines. The referencing and coding for the communications forms and the subjects of emails is clarified subsequently.

What is being communicated?	Which Party is communicating?	Use the following communication form(s):	Use the following referencing code for the <u>communication form</u> and the <u>subject of the email</u> :	Indicative time for feedback, if feedback is applicable or required:
General Communications				
Meeting agenda	Tenant or SILZ	Agenda of Meeting Form	SILZ-TENT-VP- XX -AOM-AOM- XXXX-XXXX-RXX-Subject	2 business days
Minutes of Meeting	Tenant or SILZ	Minutes of Meeting Form	SILZ-TENT-VP- XX -MOM-MOM- XXXX-XXXX-RXX-Subject	2 business days
Notification of non-compliance	SILZ	Non-Compliance Notification Form	SILZ-TENT-VP- XX -NCR-NCR- XXXX-XXXX-RXX-Subject	3 business days
Project Directory	Tenant	Transmittal from Second Party Form	SILZ-TENT-VP- XX -PLN-TFSP- XXXX-XXXX-RXX-Subject	3 business days
List of Pre-Qualified Vendors	Tenant	Transmittal from Second Party Form	SILZ-TENT-VP- XX -PRO-TFSP- XXXX-XXXX-RXX-Subject	10 business days
Notification for the appointment of a Vendor	Tenant	Notification to Appoint Form	SILZ-TENT-VP- XX -CTS-CTS- XXXX-XXXX-RXX-Subject	3 business days
Programme (schedule) of activities and works	Tenant	Transmittal from Second Party Form	SILZ-TENT-VP- XX -SCH-TFSP- XXXX-XXXX-RXX-Subject	7 business days
Requests for information or clarification (technical, commercial, or contractual)	Tenant	Request for Information Form	SILZ-TENT-VP- XX -RFI-RFI- XXXX-XXXX-RXX-Subject	5 business days
General letters	Tenant	Letter, enclosed in a Transmittal from Second Party Form	SILZ-TENT-VP- XX -LTR-TFSP- XXXX-XXXX-RXX-Subject	As the case may require.
General letters	SILZ	Letter, enclosed in a Transmittal to Second Party Form	SILZ-TENT-VP- XX -LTR-TTSP- XXXX-XXXX-RXX-Subject	As the case may require.
Bonds and guarantees	Tenant	Transmittal from Second Party Form	SILZ-TENT-VP- XX -BAG-TFSP- XXXX-XXXX-RXX-Subject	5 business days

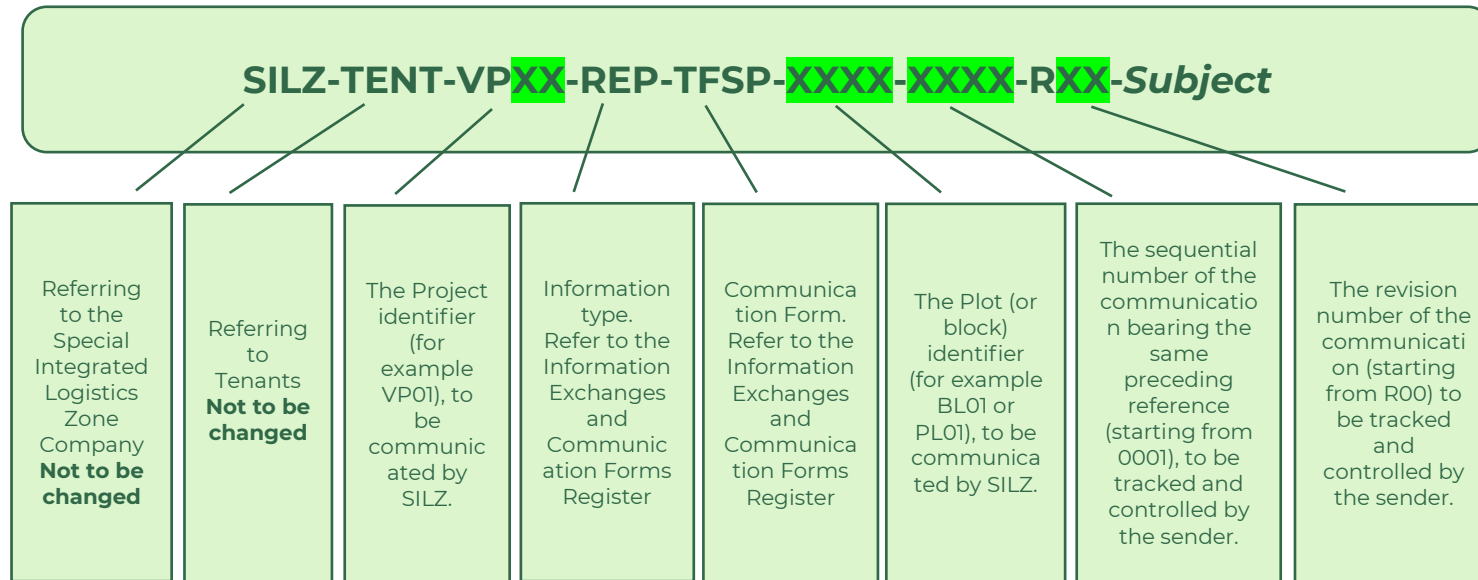
Insurance policies and certificates	Tenant	Transmittal from Second Party Form	SILZ-TENT-VP-INS-TFSP- -R-Subject	5 business days
Payments and invoices	SILZ	Transmittal to Second Party Form	SILZ-TENT-VP-PAY-TTSP- -R-Subject	15 business days
Reports (daily, weekly, monthly, or other reports)	Tenant	Transmittal from Second Party Form	SILZ-TENT-VP-REP-TFSP- -R-Subject	7 business days
Reports (daily, weekly, monthly, or other reports)	SILZ	Transmittal to Second Party Form	SILZ-TENT-VP-REP-TTSP- -R-Subject	7 business days
Plans, strategies, guidelines, manuals, procedural documents, etc.	Tenant	Transmittal from Second Party Form	SILZ-TENT-VP-PLN-TFSP- -R-Subject	10 business days
Plans, strategies, guidelines, manuals, procedural documents, etc.	SILZ	Transmittal to Second Party Form	SILZ-TENT-VP-PLN-TTSP- -R-Subject	10 business days
Other communications (general coordination, discussions, non-technical queries, non-contractual queries, non-commercial queries, etc.)	Tenant or SILZ	Via email; a transmittal form is not necessary.	N/A	As the case may require.

b. Notes regarding the indicative times for feedback:

- i. The times are indicative and will depend on a case-by-case basis. In all cases, no feedback will be unreasonably delayed or withheld.
- ii. Depending on the case, feedback may not be applicable or required.
- iii. Business days mean 9:00 AM to 5:00 PM on Sundays to Thursdays on a day that is not a public holiday as announced in the Kingdom of Saudi Arabia.

5.1.12. Reference and Coding for Communication Forms and Email Subjects

- a. The following example clarifies the coding of communications references:



5.1.13. Applicable Forms and Templates

Type	Title	Annex
Form	Transmittal from Second Party Form (TFSP)	Annex 5.1.A
Form	Transmittal to Second Party (TTSP)	Annex 5.1.A
Form	Design Document Submittal (DDS)	Annex 5.1.A
Form	Agenda of Meeting Form (AOM)	Annex 5.1.A
Form	Minutes of Meeting Form (MOM)	Annex 5.1.A
Form	Non-Compliance Notification Form (NCR)	Annex 5.1.A
Form	Notification to Appoint Form (CTS)	Annex 5.1.A
Form	Request for Information Form (RFI)	Annex 5.1.A
Template	Project Directory	Annex 5.1.B

5.2. Tenants' Permits

5.2.1. Introduction

- a. The development process at the Riyadh Integrated Program necessitates the application for, and issuance, of three permits at distinct development stages:
 - i. Construction Permit (also known as the Building Permit).
 - ii. Occupancy Permit.
 - iii. Operations License.
- b. Failure to secure a permit at the designated stage-gate precludes proceeding with subsequent works and activities.
- c. The applicator, the facilitator, and the issuer of each permit are as follows:

Permit	Vacant-Plot	
	Applicator	Issuer
Construction Permit	Tenant	SILZ
Occupancy Permit	Tenant	SILZ
Operations License	Tenant	SILZ

- d. The procedures for applying for the above-mentioned permits is clarified in the below sections.

5.2.2. Construction Permit

5.2.3. Overview

- a. The Construction Permit, also known as the Building Permit, is the legal document issued by SILZ, that grants permission to proceed with construction or significant alteration work on the Plot or within an already existing Unit.

- b. It is important to note that the Construction Permit does not relieve the Tenant of their legal responsibilities for compliance with the Applicable Law and Building Code and for safe design and construction practices. The Construction Permit merely grants permission to commence Construction Works.
- c. Once issued, Construction Permits may be the subject of periodic inspections by SILZ during the course of construction.
- d. Without Construction Permits, construction cannot legally proceed. Works done without Construction Permits, or any deviations from the Constructions Permits, may lead to the stoppage of construction and may be the subject of fines, penalties, legal liabilities, and demolition.

5.2.4. Applying for a Construction Permit

Mandatory Requirements Checklist
Construction-related Documents
Construction and logistics plan illustrating: - The method of allocating main duties in the project by the Tenant or contracted third parties (Vendors), such as contractors, suppliers, and consulting engineers. - Number of workers needed to complete the Construction Works, in a histogram format. - Schedule of equipment. - Production plan and cycle of productivities processes. - Plans for traffic arrangements, construction access routes, site access gates, logistics arrangements, laydown area, construction waste arrangements, stormwater and flood management during construction, health and safety arrangements, risk assessment and management plan, mitigation of impact on adjoining plots and common areas, security facilities, systems, and measures, temporary hoarding / fencing, welfare facilities, site offices, and temporary utilities.
Construction schedule describing and illustrating the stages of implementation, the description of works to be completed in each stage, a description of deliverables expected in each stage, and a time schedule of each stage.
Issued for Construction Drawings
General plan showing the external gates, buildings(s), doorways, parking lots, loading and unloading points, etc.

Architectural works plans showings the location(s) of Unit(s), including the appurtenances together with places for storage, loading, waiting, parking, work offices and spaces and their intended purposes, horizontal plan of the Unit(s) showing all dimensions and sizes. Locations of columns and other supports, vents (for doors, windows, air or light vents), flooring finishes, walls, internal ceilings, and external facades.

Structural works plans showing the concrete and metal structural elements. The entire structure form of Unit, which includes bases, columns, reinforcement, concrete stress, type of cement used in the foundations, insulation method and assumed soil stress in designing foundations.

Issued for construction drawings of other design disciplines and trades.

Other pertinent schedules.

Other Technical Documents

Compliance Statement (in the form of a letter):

- Issued, signed, and stamped by the AOR Vendor.
- Written in Arabic.
- Addressed to SILZ.
- Referring to the AOR's valid legal and licensing certificates. The certificates are to be attached along with a copy of the AOR's Professional Indemnity Insurance.
- Expressly attesting and certifying that the whole of design (all submissions and sub-submissions) complies with the Applicable Law, Civil Defense Codes, the Building Code, Good Industry Practice, the Implementing Regulations, and all other applicable codes, standards, decrees, laws, rules, and regulations.

Fire and Life Safety report to be prepared, issued, stamped, and signed by a local and specialized Fire and Life Safety consultancy Vendor. The report is to be accompanied by a Compliance Statement (in the form of a letter):

- Issued, signed, and stamped by the Fire and Life Safety consultancy Vendor.
- Written in Arabic.
- Addressed to SILZ.
- Referring to the Vendor's valid legal and licensing certificates. The certificates are to be attached along with a copy of the Vendor's Professional Indemnity Insurance.

- Expressly attesting and certifying that the whole of the Fire and Life Safety design (all submissions and sub-submissions) complies with the Applicable Law, Civil Defense codes, the Building Code, Good Industry Practice, the Implementing Regulations, and all other applicable codes, standards, decrees, laws, rules, and regulations pertinent to Fire and Life Safety.

The Fire and Life Safety report and all other pertinent drawings and technical documents are to be signed and stamped by the Fire and Life Safety consultancy Vendor.

Environmental impact assessment of the Constructions Works, and the Activities to be undertaken in the Unit. Such assessment must be prepared, issued, stamped, and signed by a specialized Vendor and approved by the Saudi Ministry of Environment, Water and Agriculture. The Vendor's valid legal and licensing certificates are to be attached along with a copy of the Vendor's Professional Indemnity Insurance.

Sustainability compliance report to be prepared, issued, stamped, and signed by a specialized sustainability consultancy Vendor. The Vendor's valid legal and licensing certificates are to be attached along with a copy of the Vendor's Professional Indemnity Insurance.

Site investigation reports including topographic surveys, soil and geotechnical study reports, and other (as applicable, such as ground penetrating radar). The reports to prepared, issued, stamped, and signed by the pertinent specialized Vendor(s).

A schedule of the maximum heights of all permanent and temporary work elements within the Plot. This includes, without limitation, equipment (lifting equipment and others), temporary offices, temporary structures, and permanent structures. The maximum height of each element to be specified in two formats: (1) in meters above mean sea level, and, (2) in meters above original ground level.

The schedule shall include a statement confirming that such permanent and temporary work elements will be exclusively confined / used within the boundaries of the Plot.

All documents submitted as part of the application (including those signed and stamped by other specialized consultants) are to be signed and stamped by the Architect of Record Vendor.

Details of the specialized technical supervision consultancy Vendor who will be responsible for supervise the construction of the Works. The Vendor's valid legal and licensing certificates are to be attached along with a copy of the Vendor's Professional Indemnity Insurance.

Copies of all insurance policies relevant to the execution of the Works, including:

- Insurance for the Works and contractor's equipment.
- Insurance against injury to persons and damage to property and against third-party liability.
- Insurance for contractor's personnel.
- Insurance for design (in case of a design-build procurement / execution approach).

Other Requirements

All technical or engineering documents shall be prepared by the latest design and technical production engineering software.

All documents are to be properly labelled, arranged, and submitted in two formats:

- One physical copy.
- Electronic copy in both PDF and engineering software-related formats (such as ACAD, as applicable).

A cover letter:

- Issued, signed, and stamped by the Tenant.
- Written in English or Arabic.
- Addressed to SILZ.
- Indicating that the Tenant has reviewed and approved the whole application for the Construction Permit (inclusive of all documents attached thereto).

All documents are to be enclosed under a Transmittal from Second Party Form (TFSP) Form.

A Construction Permit checklist (refer to Annex 5.2A) is to be populated and conveyed by the Tenant along with the application for a Construction Permit TFSP form.

5.2.4.1. Applicable Forms and Templates

Type	Title	Annex
Form	Construction Permit Form	Annex 5.2.A
Template	Construction Permit Application Checklist	Annex 5.2.A

5.2.5. Occupancy Permit

5.2.5.1. Overview

- a. The Occupancy Permit is the legal document issued by SILZ that signals the Plot and Unit's suitability for use and occupation.
- b. It is important to note that the Occupancy Permit does not relieve the Tenant of their legal responsibilities for compliance with the Applicable Law and Building Code and for safe design, construction, testing, commissioning, and inspection practices. The Occupancy Permit merely grants permission to occupy and use the Plot and the Unit.
- c. Once issued, Occupancy Permits may be the subject of periodic inspections by SILZ during the course of use and occupancy.
- d. Without Occupancy Permits, personnel cannot legally occupy and use the Plot and the Unit and construction Works cannot be considered complete. Occupying or using the Plot and the Unit without Occupancy Permits, or any deviations from the Occupancy Permits, may lead to the stoppage of occupancy and may be the subject of fines, penalties, and legal liabilities.

5.2.5.2. Applying for an Occupancy Permit

Mandatory Requirements Checklist

Compliance Documents

A certificate and a letter (شهادة اكتمال أعمال الانشاءات وخطاب مطابقة من الاستشاري المشرف):

- Prepared, issued, signed, and stamped by the licensed supervision consultant.
- Written in Arabic.
- Addressed to SILZ.
- Referring to the licensed supervision consultant's valid legal and licensing certificates. The certificates are to be attached along with a copy of the supervision consultant's Professional Indemnity Insurance.

- Expressly attesting and certifying the safe and compliant construction, testing, commissioning, inspection, and completion of the construction works in accordance with the Applicable Law, Civil Defense Codes, the Building Code, Good Industry Practice, the Implementing Regulations, and all other applicable codes, standards, decrees, laws, rules, and regulations.
- Attachment #1: Application for Occupancy Permit form populated by the licensed supervision consultant.
- Attachment #2: Description of the Plot and the Unit.
- Attachment #3: Details regarding the use and occupancy, in accordance with the provisions of Chapter 3 of Saudi Building Code (201).
- Attachment #3: Occupancy plan / layout (المخطط العام لمرحلة التشغيل).
- Attachment #4: Details regarding the type of construction as defined in Chapter 6 of Saudi Building Code (201).
- Attachment #5: The design occupant load.
- Attachment #6: Construction / Building Permit previously issued by the SILZ (for reference and records).

All the above to be signed and stamped by the licensed supervision consultant.

A certificate and a letter (خطاب مطابقة من المقاول) – for all construction works:

- Prepared, issued, signed, and stamped by the licensed contractor.
- Written in Arabic.
- Addressed to SILZ.
- Referring to the contractor's valid legal and licensing certificates. The certificates are to be attached.
- Expressly attesting and certifying the safe and compliant construction, testing, commissioning, and completion of the construction works in accordance with the Applicable Law, Civil Defense Codes, the Building Code, Good Industry Practice, the Implementing Regulations, and all other applicable codes, standards, decrees, laws, rules, and regulations.

All the above to be signed and stamped by the licensed contractor.

Fire and Life Safety file – specifically for Fire and Life Safety works, systems, and components:

- A letter and certificate (شهادة أنظمة السلامة):
 - Prepared, issued, signed, and stamped by the licensed Fire and Life Safety contractor.
 - Written in Arabic.
 - Addressed to SILZ.
 - Referring to the licensed Fire and Life Safety contractor's valid legal and licensing certificates. The certificates are to be attached.

- Expressly attesting and certifying the safe and compliant construction, testing, commissioning, and completion of the Fire and Life Safety works, systems, and components in accordance with the Applicable Law, Civil Defense Codes, the Building Code, Good Industry Practice, the Implementing Regulations, and all other applicable codes, standards, decrees, laws, rules, and regulations.
- All the above to be signed and stamped by the licensed Fire and Life Safety contractor.
- A letter and certificate (خطاب مطابقة من الاستشاري المشرف):
 - Prepared, issued, signed, and stamped by the licensed Fire and Life Safety supervision consultant.
 - Written in Arabic.
 - Addressed to SILZ.
 - Referring to the licensed Fire and Life Safety supervision consultant's valid legal and licensing certificates. The certificates are to be attached along with a copy of the Fire and Life Safety supervision consultant's Professional Indemnity Insurance.
 - Expressly attesting and certifying the safe and compliant construction, testing, commissioning, inspection, and completion of the Fire and Life Safety works, systems, and components in accordance with the Applicable Law, Civil Defense Codes, the Building Code, Good Industry Practice, the Implementing Regulations, and all other applicable codes, standards, decrees, laws, rules, and regulations.
- Fire and Life Safety report signed and stamped by both the licensed Fire and Life Safety supervision consultant and the licensed Fire and Life Safety contractor.

Closeout and Other Documents

As-built drawings for the whole of the Plot and the Unit (for all trades and disciplines including architectural, structural, civil, electrical, low current, mechanical, plumbing, drainage, Fire and Life Safety).

Testing and commissioning reports (for all trades and disciplines, as applicable, including architectural, structural, civil, electrical, low current, mechanical, plumbing, drainage, Fire and Life Safety).

Testing and commissioning certificates issued by the licensed supervision consultant (for all trades and disciplines, as applicable, including architectural, structural, civil, electrical, low current, mechanical, plumbing, drainage, Fire and Life Safety).

Maintenance agreement(s) executed between the Tenant / owner / operator / end-user and certified facility maintenance service provider(s) for Fire and Life Safety systems and components (including conveying systems such as elevators and escalators).

Exterior and interior photos for the Plot and the Unit.
Health, safety, environment plan / manual during occupancy stage (خطة أو دليل الصحة والسلامة والبيئة) (by the Tenant / owner / operator / end-user).
Facility emergency plan during occupancy stage (خطة الطوارئ للمنشأة) (by the Tenant / owner / operator / end-user).
Policy of "Inherent Defects Insurance (IDI)".
Policy of "Property Insurance".
Other Requirements
All technical or engineering documents shall be prepared by the latest design and technical production engineering software.
All documents are to be properly labelled, arranged, and submitted in two formats: - One physical copy. - Electronic copy in both PDF and engineering software-related formats (such as ACAD, as applicable).
A cover letter: - Prepared, issued, signed, and stamped by the Tenant. - Written in English or Arabic. - Addressed to SILZ. - Indicating that the Tenant has reviewed and approved the whole application for the Occupancy Permit (inclusive of all documents attached thereto).
All documents are to be enclosed under a Transmittal from Second Party Form (TFSP) Form.

An Occupancy Permit checklist (refer to Annex 5.2B) is to be populated and conveyed by the Tenant along with the application for a Construction (Building) Permit TFSP form.

5.2.5.3. Applicable Forms and Templates

Type	Title	Annex
Form	Transmittal from Second Party Form (TFSP)	Annex 5.1.A
Template	Occupancy Permit Application Checklist	Annex 5.2B

5.2.6. Operations License

5.2.6.1. Overview

- The Operations License is the legal document issued by SILZ that grants the Tenant permission to conduct specific business activities or operations on the Plot or within the Unit.
- It is important to note that the Operations License does not absolve the Tenant from their legal responsibilities for compliance with Applicable Laws, safety regulations, and operational standards. The Operations License merely authorizes the initiation of business activities.
- Once issued, Operations Licenses may be the subject of periodic reviews or inspections by SILZ to ensure compliance with the terms and conditions stipulated in the license and applicable regulatory requirements.
- Operating without an Operations License, or engaging in activities beyond the scope of the granted license, is considered illegal and may result in fines, penalties, suspension of operations, and legal liabilities.

5.2.6.2. Applying for an Operations License

Mandatory Requirements Checklist

Employee ID Badges

List all employees with the employee's name in Arabic and English, as well as the ID number, nationality, ID photo, and blood type.

Car Stickers

List of ID Numbers and Vehicle License Plates.

Essential Contracts

FLS Maintenance Valid Contract.

Security Valid Contract.

Soft services Valid Contract(s) including façade cleaning, waste management, Landscaping.

Low-current System Maintenance Valid Contract(s) including CCTV and Access Control.

ZAM (Zone Access Management) System Training

Provide a list of relevant employees With emails and phone numbers.

Security Measures

Security Guidelines received confirmation.

Security Training has been attended, and confirmation has been completed.

Emergency Procedures

Evacuation Protocol & Communication Matrix

Evacuation Procedures

5.2.6.3. Applicable Forms and Templates

Type	Title	Annex
Form	Transmittal from Second Party Form (TFSP)	Annex 5.1.A
Template	Operations Licence Application Checklist	Annex 5.2C

5.3. Appointment of Vendors

5.3.1. Introduction

- a. In the intricate ecosystem of development, the Tenant will almost inevitably appoint third-party Vendors who will be tasked to perform works and services on the behalf of the Tenant. Although a variety of Vendors with specialized skills might be required throughout the development lifecycle, this section aims to clarify SILZ's expectations regarding the Tenant's appointment of three key categories of Vendors:
 - i. Design and engineering, and supervision consultants.
 - ii. Contractors, including key sub-contractors and specialist suppliers.
 - iii. Facility management and maintenance service providers.
- b. The Tenant must ensure compliance with the minimum appointment requirements and procedures outlined herein.

5.3.2. Tenant's Responsibility

- a. The Tenant is solely responsible for conducting thorough internal pre-qualification and procurement procedures to select and ultimately appoint qualified and competent Vendors. This includes ensuring that the Vendors and the appointment of Vendors (at all times) comply with the Lease Agreement, the Applicable Law, the Building Code, Good Industry Practice, the Implementing Regulations, and all other applicable codes, standards, decrees, laws, rules, and regulations.
- b. In addition, the Tenant shall be fully responsible and liable for all acts, omissions, and defaults by the Vendors and their officers, employees, agents, and sub-vendors as if they were the acts, omissions, and defaults of the Tenant.
- c. For the avoidance of doubt, compliance with the minimum appointment requirements and procedures outlined herein shall not be construed to relieve, reduce or otherwise affect the Tenant's responsibility and liability for all actions and conduct of the appointed Vendors and their affiliates.

5.3.3. Pre-Qualification and Shortlisting of Vendors

- a. Following the pre-qualification and shortlisting of Vendor(s) at each pertinent stage by the Tenant, but before the appointment of a specific Vendor, the Tenant shall convey to SILZ the details of each pre-qualified and shortlisted Vendor along with the documentation attesting compliance with the minimum requirements outlined subsequently hereinafter. SILZ will correspondingly:
 - i. Review the documentation in terms of compliance with the minimum requirements.
 - ii. Check whether any of the shortlisted and pre-qualified Vendors is blacklisted in SILZ's vendor management system.
- b. SILZ reserves the right to preclude the Tenant from appointing a Vendor that does not meet the minimum requirements and/or a Vendor that is blacklisted in SILZ's vendor management system.
- c. It is the duty of the Tenant to confirm if any other requirements are mandatory in accordance with the Applicable Law, the Regulations, and the Lease Agreement.

5.3.4. Minimum Requirements for all Vendors

Requirement	Description	Documents Required
Legal Registration	The Vendor must be a legally registered entity in Saudi Arabia.	- Valid Commercial Registration certificate (CR) (also known as Trade License) from the Ministry of Investment (MISA). - Valid license of activities/services by the Ministry of Commerce. - Valid Commercial Activity License by Riyadh Amanah through Balady platform (MOMRA). - Membership certificate from the Chamber of Commerce
VAT Registration	The Vendor must be registered for Value Added Tax (VAT) with the Zakat, Tax, and Customs Authority (ZATCA).	- Valid VAT certificate.

Zakat Certificate	The Vendor must have a valid Zakat Certificate issued by the Zakat, Tax, and Customs Authority (ZATCA).	- Valid Zakat certificate.
GOSI Certificate	The Vendor must be registered with the General Organization for Social Insurance (GOSI).	- Valid GOSI certificate.
Saudization Certificate	The Vendor must hold a valid Saudization Certificate issued by the Ministry of Human Resources.	- Valid Saudization certificate.
Proof of Address	The Vendor must hold a valid National Address certificate with the Saudi Post.	- Valid National Address certificate.
Authorized Signatory	The Vendor must provide a letter stating the authorized person to sign on their behalf.	- Valid letter stating the authorized person to sign on their behalf, evidenced by the Chamber of Commerce.
Company Profile	The Vendor's company profile must be provided, stating the years of experience, proof of past experience in similar projects, previous projects, the organization chart, the clients with whom the Vendor has previously worked for/with, and attestation letters from previous clients.	- Comprehensive company profile.

5.3.5. Specific Requirements for Design and Engineering

- a. The Tenant must appoint design and engineering and supervision consultancy firm(s) that are qualified, specialized, capable, and locally licensed and certified to render design, engineering, and supervision services. Key design and engineering and supervision consultants that the Tenant must appoint are:
 - i. Architect of Record (AOR).
 - ii. Fire and Life Safety (FLS) consultant.
 - iii. Environmental consultant.

- iv. Sustainability consultant.
- v. General supervision consultant.
- vi. Fire and Life Safety (FLS) supervision consultant.

b. Two notes are made:

- i. It is acceptable that the Tenant may appoint a single Vendor who is qualified, specialized, licensed, and certified to perform two of more of the roles listed above.
- ii. It is understandable that the Tenant may appoint non-locally licensed consultancy firms to perform back-end design and engineering services (such as international lead design consultants and sub-consultants). However, the Tenant must still appoint all the Vendors listed above.

Requirement	Description	Documents Required
Architect of Record (AOR)		
Licensed by the Saudi Council of Engineers (SCE)	The Vendor must be licensed to render design and engineering consultancy services by the SCE. The Vendor must employ licensed professionals who hold valid SCE memberships. These professionals must meet the SCE's criteria.	- Valid SCE license.
Professional Indemnity Insurance	The Vendor must hold a valid and comprehensive Professional Indemnity Insurance (PII) policy.	- Professional Indemnity Insurance (PII) policy
FLS Consultant		
Licensed by the Saudi Council of Engineers (SCE)	The Vendor must be licensed to render design and engineering consultancy services by the SCE. The Vendor must employ licensed professionals who hold valid SCE memberships. These professionals must meet the SCE's criteria.	- Valid SCE license.

Licensed by the Civil Defense	The FLS consultant must be licensed by the Civil Defense.	- Proof of license from “Salama” platform.
Environmental Consultant		
Licensed by the Saudi Council of Engineers (SCE)	The Vendor must be licensed to render design and engineering consultancy services by the SCE. The Vendor must employ licensed professionals who hold valid SCE memberships. These professionals must meet the SCE's criteria.	- Valid SCE license.
Licensed by the Ministry of Environment, Water, and Agriculture (MEWA)	The Vendor must be approved and licensed by the Ministry of Environment, Water, and Agriculture (MEWA)	- Valid license / certificate.
Sustainability Consultant		
Licensed by the Saudi Council of Engineers (SCE)	The Vendor must be licensed to render design and engineering consultancy services by the SCE. The Vendor must employ licensed professionals who hold valid SCE memberships. These professionals must meet the SCE's criteria.	- Valid SCE license.
Proof of Expertise	Proof of expertise in sustainable design.	- LEED or ESTIDAMA certificates (or other equivalent).

5.3.6. Specific Requirements for Contractors, and Supervision Consultants

- a. In essence, the Tenant must appoint contractors that are qualified, specialized, capable, and locally licensed and certified to execute construction works. Key contractors that the Tenant must appoint are:
 - i. General-purpose contractors.
 - ii. Fire and Life Safety (FLS) contractor.

- b. It is acceptable that the Tenant may appoint a single Vendor who is qualified, specialized, licensed, and certified to perform two of more of the roles listed above.

Requirement	Description	Documents Required
General-Purpose Contractors		
SAC Registration	The contractor must be registered with the Saudi Authority of Contractors (SAC).	- Valid SAC certificate.
Quality Management System	Evidence of quality management systems such as ISO 9001 certification.	- ISO 9001 certification.
Health & Safety Compliance	Proof of compliance with local health and safety regulations might be required.	- Contractor's health & safety policy.
Other Regulatory Approvals (Preferential – Not Mandatory)	Other Regulatory Approvals or from other governmental authorities.	- Pertinent certificate / documents.
SME Certificate (If Applicable – Not Mandatory)	The contractor should have a valid SME Certificate as defined by the "Monshaat".	- "Monshaat" certificate.
Local Content (If Applicable – Not Mandatory)	The contractor should have a valid Local Content Certificate from the Local Content & Government Procurement Authority (LCGPA).	- Local Content certificate. - Target local content percentage certificate.
FLS Contractor		
All the above requirements for General-Purpose Contractors		
Licensed by the Civil Defense	The FLS consultant must be licensed by the Civil Defense.	- Proof of license from "Salama" platform.
General Supervision Consultant		-
Licensed by the Saudi Council of Engineers (SCE)	The Vendor must be licensed to render supervision consultancy services by the SCE. The Vendor must employ licensed professionals who hold valid SCE memberships. These professionals must meet the SCE's criteria.	- Valid SCE license.
FLS Supervision Consultant		-

Licensed by the Saudi Council of Engineers (SCE)	The Vendor must be licensed to render supervision consultancy services (Fire and Life Safety specifically) by the SCE. The Vendor must employ licensed professionals who hold valid SCE memberships. These professionals must meet the SCE's criteria.	- Valid SCE license.
Licensed by the Civil Defense	The FLS consultant must be licensed by the Civil Defense.	- Proof of license from "Salama" platform.

5.3.7. Specific Requirements for Facility Management and Maintenance Service Providers

- a. Key facility management and maintenance service providers that the Tenant must appoint are:
 - i. General-purpose facility management and maintenance service provider.
 - ii. Certified facility maintenance service provider for FLS systems.
 - iii. Certified facility maintenance service provider for conveying systems.
- b. It is acceptable that the Tenant may appoint a single Vendor who is qualified, specialized, licensed, and certified to perform two of more of the roles listed above.

Requirement	Description	Documents Required
General-Purpose Facility Management and Maintenance Service Provider		
SAC Registration	The contractor must be registered with the Saudi Authority of Contractors (SAC).	- Valid SAC certificate.
Quality Management System	Evidence of quality management systems such as ISO 9001 certification.	- ISO 9001 certification.
Health & Safety Compliance	Proof of compliance with local health and safety regulations might be required.	- Contractor's health & safety policy.
Other Regulatory Approvals (Preferential – Not Mandatory)	Other Regulatory Approvals or from other governmental authorities.	- Pertinent certificate / documents.

SME Certificate (If Applicable – Not Mandatory)	The contractor should have a valid SME Certificate as defined by the “Monshaat”.	- “Monshaat” certificate.
Local Content (If Applicable – Not Mandatory)	The contractor should have a valid Local Content Certificate from the Local Content & Government Procurement Authority (LCGPA).	- Local Content certificate. - Target local content percentage certificate.
Certified Facility Management and Maintenance Service Provider for FLS Systems		
All the above requirements for General-Purpose Facility Management and Maintenance Service Provider		
Licensed by the Civil Defense	The FLS consultant must be licensed by the Civil Defense.	- Proof of license from “Salama” platform.
Certified Facility Management and Maintenance Service Provider for Conveying Systems		
All the above requirements for General-Purpose Facility Management and Maintenance Service Provider		
Licensed by the Civil Defense	The FLS consultant must be licensed by the Civil Defense.	- Proof of license from “Salama” platform (for elevators).

5.3.8. Notification of Appointment

- Following the pre-qualification, shortlisting, procurement, and appointment of a Vendor, the Tenant must notify SILZ of the appointment using the appropriate communication form.¹

5.3.9. Local Content

- Tenants are invited and highly encouraged to abide by the Saudi Local Content initiatives.
- If the Tenant is under a legal obligation to comply with Local Content regulations and laws, then the Tenant shall be fully responsible and liable to ensure full compliance in respect thereof.

¹ Annex 5.1.A – Notification to Appoint Form (CTS).

5.3.10. Applicable Forms and Templates

Type	Title	Annex
Form	Transmittal from Second Party Form (TFSP)	Annex 5.1.A
Form	Notification to Appoint Form (CTS)	Annex 5.1.A
Template	Pre-Qualification of Vendors Checklist	Annex 5.3.A

CHAPTER 6

Design and Sustainability Development Guidelines

6.1.1. Design Development Guidelines

The Tenant Design Guidelines provide a comprehensive framework to ensure that all developments, modifications, and enhancements carried out by Tenants on their Plots or Units align with SILZ's standards for quality, safety, aesthetics, and functionality. These guidelines are designed to facilitate a cohesive and well-planned environment within SILZ while accommodating the operational and business needs of Tenants.

6.1.2. Sustainability Development Guidelines

The Sustainability Design Guidelines provide a structured approach to incorporating environmentally responsible practices and principles into the design, construction, and operation of developments within SILZ. These guidelines aim to foster sustainable growth, reduce environmental impacts, and align with global best practices for eco-friendly development.

Type	Title	Annex
Guideline	Design Development	Annex 6.1.A
Guideline	Sustainability Development	Annex 6.1.B