

## Update Supporting Document Service

This service describes procedures for updating supporting documents of the following types of facilities:

1. Hotel facilities
2. Tourism facilities
3. Business Events Organizing Offices

### Conditions

- Applicant must be listed as either owner, partner, or authorized signatory on the commercial registration.
- There may not be another open request of the same type.
- The commercial registration must be valid for at least 1 day on the day of submission.
- The commercial permit must be valid for at least 1 day on the day of submission.
- The commercial activities required must be contained in the commercial registration and commercial permit
- The establishment ID must be valid for at least 1 day on the day of submission.
- The applicant's identification card must be valid at the time of application.

### Documents Required

- Copy of supporting documents chosen to update

### Fees

- There is no fee.

#### Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Account
- 3- Click on View to choose the organization
- 4- Select the specific service from the list of services (right-hand side)
- 5- Fill in the required data
- 6- Attach the required documents
- 7- Confirm the accuracy of the entered data.
- 8- Submit the Service application