



KINGDOM OF SAUDI ARABIA

Capital Market Authority

# Instructions for Companies' Announcements

English Translation of the Official Arabic Text

Issued by the Board of Capital Market Authority  
Pursuant to its Resolution Number (1-199-2006) dated 18/07/1427H.  
Corresponding to 12/08/2006G.

Amended by Resolution of the Board of the Capital Market Authority Number  
(3-79-2023) Dated 19/02/1445H. Corresponding to 04/09/2023G.

Note: Arabic is the official language of the Capital Market Authority

## Important Notice:

The current version of these Instructions, as may be amended, can be found at the Authority website: [www.cma.org.sa](http://www.cma.org.sa)



## Content

Introduction .....	5
General Instructions .....	6
Instructions for Companies' Announcement of Financial Results .....	8
(1) Announcement Form for Annual Financial Results for Companies except Banks and Insurance Companies	10
(2) Announcement Form for Interim Financial Results for Companies except Banks and Insurance Companies	10
(3) Announcement Form for Annual Financial Results for Banks	12
(4) Announcement Form for Interim Financial Results for Banks	13
(5) Announcement Form for Annual Financial Results for Insurance Companies	15
(6) Announcement Form for Interim Financial Results for Insurance Companies	16
(7) Announcement Form for the Semi-Annual Financial Results for the Companies whose shares are listed on the Parallel Market	18
(8) Announcement Form for Updating the Financial Statements Document on Tadawul Website	19
(9) Announcement Form for the Inability to Post the Financial Results	19
Instructions for Companies' Announcements for Applying the Fair Value and Revaluation Models for Properties and Investment Properties .....	20
Announcement Form for Applying the Fair Value and Revaluation Models for Properties and Investment Properties	20
Instructions for Companies' Announcement of Administrative Changes .....	21
(1) Announcement Form for the Nomination for Board of Directors Membership	21
(2) Announcement Form for the Resignation of a Board Member	21
(3) Announcement Form for the Appointment of a New Board Member to Assume the Vacancy	21
(4) Announcement Form for the Resignation of a Board Member and the Appointment of a New Board Member	22
(5) Announcement Form for the Resignation of the Chief Executive Officer of the Company	22
(6) Announcement Form for the Appointment of a New Chief Executive Officer for the Company	23
(7) Announcement Form for the Resignation of the Chief Executive Officer and the Appointment\Delegation of a New Chief Executive Officer for the Company	23
(8) Announcement Form for the Resignation of an Audit Committee Member	23
(9) Announcement Form for the Appointment of an Audit Committee Member	24
Instructions for Companies Announcements Regarding Capital Alternation.....	25
(1) Announcement Form for Board's Recommendation for Capital Increase by Offering Rights Issue	25
(2) Announcement Form for the Appointment of a Financial Advisor to Manage the Subscription in the Rights Issue	25
(3) Announcement Form for Submitting an Application File for Capital Increase by Offering Rights Issue to the Capital Market Authority for Approval	26
(4) Announcement Form for Material Developments Regarding the Application File for Capital Increase by Offering Rights Issue Submitted to the Capital Market Authority	26
(5) Announcement Form for Determining the Period for Rights Issue Trading and Subscriptions in the New Shares	26



(6) Reminder Announcement Form for the Start of the Period for Rights Issue Trading and Subscriptions in the New Shares	27
(7) Reminder Announcement Form for the Last Day for Trading Rights Issue and the Last Day for Subscriptions in the New Shares	28
(8) Announcement Form for the Process Details of the Sale of the Un-Subscribed Shares and the Start of the Offering Stage, in Addition to the Results of Trading Rights Issue and Subscription in the New Shares.	28
(9) Announcement Form for Rump Offering Results and the Allocation of the Rights Issue shares.	28
(10) Announcement Form for the Distribution of Compensations (if any) among Rights Issue Holders Who Did Not Exercise Their Right of Subscribing in the New Shares.	29
(11) Announcement Form for the Deviation of 5% or more between the Actual Usage of the Proceeds of Issuing Rights Issue than What Has Been Disclosed in the Prospectus	29
(12) Announcement Form for the Recommendation of the Company's Board of Directors to Increase its Capital by Offering Shares with Suspension of Rights Issue Shares	30
(13) Announcement Form for Appointing a Financial Adviser to Manage Subscription to Shares, with Suspension of Rights Issue Shares.	30
(14) Announcement Form for Submitting an Application File for Capital Increase by Offering Shares, with Suspension of Rights Issue Shares, to the Authority to Obtain Its Approval.	31
(15) Announcement Form for Material Developments on the Application File for Capital Increase by Offering Shares with Suspension of Rights Issue Shares, Submitted to the Authority.	31
(16) Announcement Form for the Determination of the Subscription Period in the New Shares to Increase Capital with Suspension of Rights Issue Shares.	32
(17) Announcement Form for the Results of the Subscription to the New Shares by Increasing Capital with Suspension of Rights Issue Shares.	32
(18) Announcement Form for the Results of Subscription to the New Shares in case of extending the Offering Period	33
(19) Announcement Form for the Deviation of 5% or more between the Actual Usage of the Proceeds of Issuing Rights Issue than What Has Been Disclosed in the Prospectus.	33
(20) Announcement Form for Board's Recommendation for Capital Increase by way of Issuing Bonus Shares	34
(21) Announcement Form for the Completion of Shares Fractions Sale (if any) and Distribution of the Sale Proceeds among Eligible Shareholders.	34
(22) Announcement Form for the Non-Completion of Shares Fractions Sale (if any) and Distribution of the Sales Proceeds Amount among Eligible Shareholders within the Specified Period.	35
(23) Announcement Form for the Board's Recommendations of Any Suggested Company's Capital Reduction	35
(24) Announcement Form for the Appointment of a Financial Advisor for Capital Reduction	36
(25) Announcement Form for Submitting an Application File for Capital Reduction to the Authority to Obtain Its Approval	36
(26) Announcement Form for Material Developments on the Application File for Capital Reduction Submitted to the Authority.	36
(27) Announcement Form for the Completion of Shares Fractions Sale (if any) and Distribution of the Sales Proceeds among Eligible Shareholders.	37
(28) Announcement Form for the Non-Completion of the Shares Fractions Sale (if any) and the Distribution of Sales Proceeds among eligible Shareholders within the period specified in the Shareholders' Circular.	37



(29) Announcement Form for the Board of Directors' Recommendation for the Company's Capital Increase by Way of Debt Conversion	38
(30) Announcement Form for the Appointment of a Financial Advisor to Manage the Application File for the Company's Capital Increase by Debt Conversion	38
(31) Announcement Form for Submitting the Application File for the Company's Capital Increase by Way of Debt Conversion to the Authority for Approval.	39
(32) Announcement Form for Announcing the Material Developments on the Application File Submitted to the Authority for the Company's Capital Increase by Debt Conversion.	39
(33) Phase 1: Announcement Form for the Company's Signature of a Memorandum of Understanding for the Acquisition of a Company/Purchase of an Asset.	40
(34) Phase 2: Announcement Form for the Company's Signature of an Agreement for the Acquisition of a Company/Purchase of an Asset through Capital Increase by Issuing Shares to the Owners of the Company/Asset.	40
(35) Phase 3: Announcement Form for the Completion of the Procedures of the Acquisition of a Company/Purchase of an Asset through Capital Increase by Issuing Shares to the Owners of the Company/Asset.	41
Instructions for Companies' Announcements Regarding Reverse Take-over .....	42
Announcement Form for the Reverse Take-over Agreement	42
Instructions for Companies' Announcements Regarding General Assemblies. ....	43
(1) Announcement Form for the call for a General Assembly (Ordinary or Extraordinary)	43
(2) In the Event Where the Agenda Includes an Item for Changing the Company's Capital	44
(3) The Announcement Form for Announcing the General Assembly's Results (Ordinary or Extraordinary)	44
(4) In the Event Where the General Assembly Approves the Company's Capital Alternation	45
(5) Announcement Form for Non-Convening the General Assembly (Ordinary or Extraordinary)	45
A Statement of the Supporting Documents of the Shareholders' General Assembly Agenda Items. ....	47
Form No. (1) Resume.....	48
Instructions for Companies' Announcements Regarding Cash Dividends.....	49
(1) Announcement Form for the Distribution of Cash Dividends to Shareholders of the Company	49
(2) Announcement Form for the Non-Distribution of Cash Dividends to Shareholders of the Company.	49
Instructions for Companies' Announcement Regarding Contracts.....	50
(1) Announcement Form for Awarding a Contract or Project	50
(2) Announcement Form for Signing a Contract or Project	50
Instructions for Companies Announcements Regarding SAMA's (Saudi Arabian Monetary Authority) Approval on Insurance Products .....	52
Announcement Form for SAMA's Approval Regarding Insurance Products	52
Instructions for Companies Announcements Regarding Addendum and Corrective Announcement.....	53
(1) Addendum Announcement Form	53
(2) Corrective Announcement Form:	53
Instructions for Companies' Announcement Regarding Signing a Memorandum of Understanding.....	54
Announcement Form for signing a Memorandum of Understanding.	54
Instructions for Companies' Announcement Regarding their Projects.....	55
Announcement Form for Projects	55



Instructions for Companies' Announcements for Transactions of Sale, Purchase, Mortgage or Leasing of an Asset.....	56
Announcement Form for the Transactions of Sale, Purchase, Mortgage or Leasing of an Asset.	56
Instructions for Companies' Announcements for Obtaining Financing.....	57
(1) Announcement Form for obtaining financing.	57
(2) Announcement Form for Defaulting on the Repayment of Financing.	57
(3) Announcement Form for Rescheduling the Financing.	57
Instructions for Companies' Announcements Related to Debt Instruments .....	59
(1) Announcement Form for the Determination to Issue Debt Instruments	59
(2) Announcement Form for Beginning the Offer of Debt Instruments	59
(3) Announcement Form for Completing the Offer of Debt Instruments	59
(4) Announcement Form for the Redemption of Issued Debts Instruments	60
Instructions for Companies' Announcements Regarding the Company's Shares Buy-Back and Sale. ....	61
(1) Announcement Form for the Company's Determination to Buy-Back Its Shares.	61
(2) Announcement Form for the Company's Determination to Sell Its Shares	61
Instructions for Companies' Announcements Regarding the Company Pledge of Its Shares....	63
(1) Announcement Form Relating to the Company's Determination to Pledge Its Shares.	63
(2) Announcement Form for the Company's Release of Its Pledged Shares	63
Instructions for Companies' Announcement Regarding Lawsuits. ....	64
Announcement Form for lawsuits.	64
Instructions for Companies' Announcement of Previously Announced Developments.....	65
Announcement Form for Previously Announced Developments	65
Instructions for Companies' Announcements for Companies with Accumulated Losses Reaching 20% or More of Their Share Capital.....	66
(1) Announcement Form for Accumulated Losses Reaching 20% or More and Less Than 35% of Share Capital.	66
(2) Announcement Form for the Reduction of the Accumulated Losses Below 20% of Share Capital	66
(3) Announcement Form for Accumulated Losses Reaching 35% or More and Less Than 50% of Share Capital.	67
(4) Announcement Form for the Reduction of the Accumulated Losses Below 35% of Share Capital.	67
(5) Announcement Form for Accumulated Losses Reaching 50% or More of Share Capital	68
(6) Announcement Form for the Reduction of the Accumulated Losses Below 50% of Share Capital.	69
(7) Announcement Form for the Recommendation of the Board of Directors to the Extraordinary General Assembly Regarding the Accumulated Losses of 50% or More of the Share Capital.	69
Instructions for Companies' Announcements regarding emergency events (such as fires, earthquakes, and pandemic illnesses) and their effects on a Company's business.....	70
Announcement Form for the impact of emergency events on the Company's business	70
Instructions for Companies' Announcements Regarding Transferring from the Parallel Market to the Main Market .....	71
Announcement Form for the Board resolution to transfer from the Parallel Market to the Main Market.	71

### **Introduction:**

The Capital Market Authority (the Authority) has updated and amended these Instructions to assist companies whose securities are listed in the Saudi Exchange to completely comply with the provisions of the Companies Law and the Capital Market Law and their Implementing Regulations, especially those relating to continuing obligations stipulated in the Rules on the Offer of Securities and Continuing Obligations issued by the Authority, and the Listing Rules issued by the Saudi Stock Exchange Company (Tadawul) and approved by the Authority's Board. These Instructions are aimed at enhancing the level of transparency and disclosure in the Capital Market and helping investors in making their investment decisions based on correct and adequate information.

These Instructions determine the main elements that must be met in all companies' announcements published on the Saudi Stock Exchange's (Tadawul) website.



## General Instructions

- A. The following are the information that must be included in any company's announcements of any event or material development that has occurred or is expected to occur:
1. The announcement title shall be complete, clear, true, not misleading and reflects the material development to be announced.
  2. Provide detailed description of the material development with clarification of all relating information and its dates.
  3. Clarification of the factors and justifications that led to such material development.
  4. If the material development has financial affect in the financial statements, such affect must be mentioned. If such is not possible, reasons must be stated.
  5. The company must perform due diligence to ensure that any events or information, related to such material development, are accurate and not misleading.
  6. The company shall not delete, exclude or hide any information that may affect the content or the results of the material development.
  7. If the material development resulted in any financial obligation on the company, or providing guarantees or mortgage of assets, the announcement must include the conditions, period and amount of such obligation, guarantee or mortgage, as well as the entities to which it is a party, and its impact to the financial statements.
  8. In case the announced event has related parties, their identities must be disclosed.
  9. In case of any transaction between the company and related party, or any arrangement under which the company and the related party are investing in a project or asset, or providing it with financing, if this transaction or arrangement equals or exceeds 1% of the company's total revenues according to the last audited financial statements, the nature of interest associated with such arrangement or transaction, the range of such interest and the names of any concerned persons must be disclosed, as well as the direct or indirect benefit expected to be obtained from such interest, whether the benefit was financial or not. Further, the ownership percentage of the related persons in both parties associated with the announced event (if any).
- B. The announcement must be published through the specified method set forth on the Listing Rules and fulfil all the formality requirements.
- C. The financial statement must be published on the Saudi Stock Exchange's (Tadawul) website within a period not exceeding (6) business days from the date of publishing the related financial results announcement.
- D. If the company announces a material development which might have future material developments, the company must announce any new material development occurring on that event.
- E. In case where the company has two material developments, the company must announce each one of them separately.
- F. If any material developments stipulated under Chapters 7 and 8 of the Rules on the Offer of Securities and Continuing Obligations or under Chapter 5 of the Listing Rules occurs during the trading period, the company shall wait until the end of the trading period, then announce it on the Saudi Stock Exchange's (Tadawul) website. All necessary precautions must be taken to ensure that such news of material developments is not leaked before publishing the announcement. However, in case the news of the material development is of a type that cannot be guaranteed not to leak (such as; being related to other parties which the company may not guarantee their commitment to maintain confidentiality, or that the



- development is a media material (e.g., natural disasters, fire, ... or such) then the company may request the temporary suspension in accordance with the regulating rules.
- G. Meetings of the company's board of directors, audit committees or any other committees, in which a subject that must be disclosed is discussed in accordance with the Rules on the Offer of Securities and Continuing Obligations, must be held within a period that would enable the company to publish an announcement on the Saudi Stock Exchange's (Tadawul) website before starting the trading period following convening the meeting.
  - H. The specialized department in the company shall set policies and procedures regarding the disclosure of the material developments in which ensure the fulfilment of the company's obligations in this regard. Also, it shall set announcement procedures of financial information which ensure that such announcement is consistent with these Instructions, and the continuance following up by the company's employees with the specialized employees of the Saudi Stock Exchange (Tadawul) until the announcement form is accepted and published. The aforementioned policies and procedures must include the names of the persons responsible for publishing in case of emergency and determine the degree of their powers in scope of publishing. In addition to the names of other persons in cases where the assigned person is out of reach during the event.
  - I. The listed company must be aware that the material developments might occur during preparing the periodic financial statements, and in this case the company must announce such development immediately and should not delay the announcement until issuing its financial statements, even if it happens shortly before publishing the financial statements.
  - J. **Response to rumors:** The company must determine the need to publish an announcement on the Saudi Stock Exchange's (Tadawul) website in order to respond to the rumors related to any material developments. The Authority may oblige companies to publish announcements when it deems necessary.
  - K. Companies must not prejudice any other related obligations stipulated in the Capital Market Law and its Implementing Regulations.
  - L. The company must comply with the Arabic language sound rules while preparing their announcement.
  - M. Where the company publishes an announcement in English Language, the text must be identical to the Arabic Language version. In case of any conflict between the texts, the Arabic text shall prevail.
  - N. Companies must comply with the announcement's forms set forth in these Instructions.
  - O. Foreign companies listed on the main market in accordance with the Listing Rules may disclose the financial information in Saudi Riyals or an equivalent in other currencies.



## Instructions for Companies' Announcement of Financial Results

General instructions for the companies' announcement of annual and interim financial results:

1. Statement of the Sales\ Revenue during the current quarter and a comparison with the same quarter of last year, with a clarification of the percentage of change.
2. Statement of the gross profit (loss) during the current quarter and a comparison with the same quarter of last year, with a clarification of the percentage of change.
3. Statement of the total operational profit (loss) during the current quarter and a comparison with the same quarter of last year, with a clarification of the percentage of change.
4. Statement of the net profit (loss) during the current quarter and a comparison with the same quarter of last year, with a clarification of the percentage of change. In addition to a comparison with previous quarter with a clarification of the percentage of change.
5. Statement of the total comprehensive income during current quarter and a comparison with the same quarter of last year, with a clarification of the percentage of change. In addition to a comparison with previous quarter with a clarification of the percentage of change.
6. Statement of the Sales\ revenues during the current period and a comparison with the same period last year with a clarification of the percentage of change.
7. Statement of the gross profits (loss) during the current period and a comparison with the same period of last year with a clarification of the percentage of change.
8. Statement of the operational profit or (loss) during the current period and a comparison with the same period of last year with a clarification of the percentage of change.
9. Statement of the net profit (loss) during the current period and a comparison with the same period of last year with a clarification of the percentage of change.
10. Statement of the total comprehensive income during the current period and a comparison with the same period of last year with a clarification of the percentage of change.
11. The amount of profit (loss) per share during the current period and a comparison with the same period of last year.
12. Statement of the total shareholders' equity during the current period (after deducting minority' equity) and a comparison with the same period of last year with a clarification of the percentage of change.
13. Statement of the amount of the accumulated losses and its percentage of the capital at the end of the current period (if any).
14. The material reasons and effects that impact the net profit (loss) between the current and the previous period set forth in paragraphs (4) and (9), including the exceptional, non-recurrent reasons or the reasons that do not fall within the company's main activity.
15. Statement of the type of external auditor's report (audited: unmodified opinion, conservation, notice, other matter, disclaimer of opinion, adverse opinion) or (Reviewed conclusions: unmodified opinion, conservation, notice, other matter, disclaimer of conclusion, adverse conclusion).
16. Statement of any comment mentioned in the external auditor's report, mentioned in any of the following paragraphs (the other matter, conservation, notice, disclaimer of opinion, or adverse opinion, and inclusion of the same in the announcement exactly as mentioned in the external auditor's report.
17. Statement of any material profits or losses resulting from the change in investment properties' fair value in the announcements of the interim and annual financial results when



using the fair value and revaluation models to measure the properties and investment properties. Such materiality shall be determined in accordance with Paragraph (90) of Article (80) of the Rules on the Offer of Securities and Continuing Obligations.

18. When changing the amount of the profit (loss) per share for the same period of the previous year as a result of factors other than the change in the company's profits such as changing the capital or the company's purchase of its own shares, in the announcement of the financial results.
19. Upon re-classification of the comparison items of the same or previous period, it must be clarified in the announcement that the comparison items have been re-classified.
20. When the announcement includes the re-classification of the comparison items in the same or previous period, which was mentioned in former company's announcement, it must be clarified in the announcement that numbers were amended or reissued with statement of reasons.
21. The company must mention any change in the accounting policies or adopting new accounting standards.
22. The company must add a clarification in the announcement of the financial results if there is no value inserted for any financial statement item.

Notes:

- The gross Profit (Loss) means: Net sales (revenues) minus cost of sales (revenues cost).
- The operational Profit (Loss) means: Gross profit (loss) minus operational expenses.
- The net Profit (Loss) means: Net profit (loss) in the income statements (after Zakat and Tax).
- The comprehensive Income (Loss) means: the net profit (loss) in addition to other comprehensive income (loss) items.
- The other Comprehensive Income (Loss) means: income and expenses items that are not included in the net profit (loss).
- The numbers of the compared periods must appear in the announcement as mentioned in the financial statements (reviewed\ audited) by the external auditor for the current period.
- In case that the company has gained profit during the current period compared to the losses on the same period (or vice versa), the paragraph may not include the percentage of change.
- Paragraphs (6, 7, 8, 9 and 10) are excluded from announcement of the interim financial results, if such announcement is related to the first quarter results of the financial year.
- The company must clarify all the material reasons and effects of the change in its results, whether positive or negative, clearly, accurately and directly, in a manner that would enable the investors to determine the real reason of the change in the result. Also, the company must mention the reasons for the change compared to the same period last year, and the reasons of such change compared to the previous period.
- When announcing the estimated financial result, the company must clarify that these results are the management of the company's estimations and have not been reviewed or examined by its external auditor. In case the numbers of the reviewed and examined financial results were different from the announced on the estimated financial results, it must clarify the reasons of the differences.

I: Announcement Forms for the Interim and Annual Financial Results:



## (1) Announcement Form for Annual Financial Results for Companies except Banks and Insurance Companies

### a. The Announcement Title Must be as Follows:

“..... Company announces its annual financial results ended on \*\*/\*\*/\*\*\*\*”

### b. The announcement Must at Least Contain the Following Elements:

1. The sales/revenues amount to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
2. The gross profit (loss) amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
3. The operational profit (loss) amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
4. The net profit (loss) amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
5. The total comprehensive income amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
6. The profit (loss) per share amounted to \*\*\* Saudi Riyal compared to \*\*\* Saudi Riyals in the last year.
7. The total shareholders' equity (after deducting the minority equity) amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
8. The accumulated losses amount to \*\*\* Saudi Riyals by the end of the current year, with a percentage of \*\*% of the capital (if any).
9. The profit (losses) resulting from the change in investment properties' fair value amount to \*\*\* Saudi Riyals by the end of the current year, with a percentage of \*\*% of the capital (if any).
10. The reason of the increase (decrease) in the sales/ revenues during the current year compared to the last year is .....
11. The reason of the increase (decrease) in the net profit during the current year compared to the last year is .....
12. Statement of the type of external auditor's report (audited: unmodified opinion, conservation, notice, other matter, disclaimer of opinion, adverse opinion).
13. Statement any comment mentioned in the external auditor's report, mentioned in any of the following paragraphs (other matter, conservation, notice, disclaimer of opinion, or adverse opinion) in the announcement exactly as mentioned in the external auditor's report.
14. In case of re-classification of the comparison items, it should be mentioned in the announcement.
15. Mention any information the company wishes to add.

## (2) Announcement Form for Interim Financial Results for Companies except Banks and Insurance Companies

### a. The Announcement Title Must be as Follows:



“..... Company announces its interim financial results for the period ended on \*\*/\*\*/\*\* (3, 6, 9, or 12 months).”

**b. The Announcement Must at Least Contain the Following Elements:**

1. The sales\revenue during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter of the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
2. gross profit (loss) during the current quarter amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same quarter of the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
3. The operational profit (loss) during the current quarter amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same quarter of the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
4. The net profit (loss) during the current quarter amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals during the same quarter of the previous year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
5. The total comprehensive income during the current quarter amounted to \*\*\* Saudi Riyals, with increase (decrease) of \*\*%, compared to \*\*\* Saudi Riyals in the same quarter of the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
6. The sales\revenues during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
7. The gross profit (loss) during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
8. The operational profit (loss) during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
9. The net profit (loss) during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
10. The total comprehensive income during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
11. The profit (loss) per share during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year.
12. The total shareholders' equity (after deducting the minority's equity) during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same quarter of the last year, with increase (decrease) of \*\*%.
13. The accumulated losses amount to \*\*\* Saudi Riyals by the end of the current period, with a percentage of \*\*% of the capital (if any).
14. The profit (losses) resulting from the change in investment properties' fair value amount to \*\*\* Saudi Riyals by the end of the current period, with a percentage of \*\*% of the capital.
15. The reason of the increase (decrease) in the sales/ revenues during the current quarter compared to the same quarter of the last year is ....

16. The reason of the increase (decrease) in the net profit during the current quarter compared to the same quarter of the last year is ....
17. The reason of the increase (decrease) in the sales/ revenues during the current quarter compared to the previous one is .....
18. The reason of the increase (decrease) in the net profit (loss) during the current quarter compared to the previous one is .....
19. The reason of the increase (decrease) in the sales/ revenues during the current period compared to the same period of the last year is.....
20. The reason of the increase (decrease) in the net profit during the current period compared to the same period of the last year is.....
21. Statement of the type of external auditor's report (Reviewed: Unmodified conclusion, conservation, notice, other matter, disclaimer of conclusion, adverse conclusion).
22. Statement of any comment mentioned in the external auditor's report, mentioned in any of the following paragraphs (other matter, conservation, notice, disclaimer of opinion, adverse opinion) in the announcement exactly as mentioned in the external auditor's report.
23. In case of reclassification of the comparison items, it should be mentioned in the announcement.
24. Mention any information the company wishes to add.

### (3) Announcement Form for Annual Financial Results for Banks

#### a. The Announcement Title Must be as Follows:

“..... Bank announces the annual financial results ended on \*\*/\*\*/\*\*\*\*”

#### b. The Announcement Must at Least Contain the Following Elements:

1. The total income from special commission of financing amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
2. The total income from special commission of investment amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
3. The net income from special commission of financing amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
4. The net income from special commission of investment amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
5. The total operations profit (loss) amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
6. The net profit (loss) amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
7. The total comprehensive income amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
8. The total provision of expected credit losses and other losses (reversing entry) amounted to a net of \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.

9. The profit (loss) per share amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year.
10. The total shareholders' equity (after deducting the minority's rights) amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
11. The assets amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%. The investment amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%. The loans and advances portfolio (financing and investment) amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%. The clients' deposits amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
12. The accumulated losses amount to \*\*\* Saudi Riyals by the end of the current year, with a percentage of \*\*% of the capital (if any).
13. The profit (losses) resulting from the change in investment properties' fair value amount to \*\*\* Saudi Riyals by the end of the current year, with a percentage of \*\*% of the capital.
14. The reason of the increase (decrease) in the special commission income during the current year compared to the last year is.....
15. The reason of the increase (decrease) in the net profit during the current year compared to the last year is .....
16. The reason of the increase (decrease) in the total net provision of expected credit losses and other losses (reversing entry) during the current year compared to the last year is.....
17. Statement of the type of external auditor's report (Audited: unmodified opinion, conservation, notice, other matter, disclaimer of opinion, adverse opinion).
18. Statement of any comment mentioned in the external auditor's report, mentioned in any of the following paragraphs (other matters, conservation, notice, disclaimer of opinion, or adverse opinion) in the announcement exactly as mentioned in the external auditor's report.
19. In case of re-classification of the comparison items, it should be mentioned in the announcement.
20. Mention any information the bank wishes to add.

#### (4) Announcement Form for Interim Financial Results for Banks

##### a. The Announcement Title Must be as Follows:

“..... Bank announces the interim financial results for the period ended on \*\*/\*\*/\*\*\*\* (3, 6, 9, 12 months)”.

##### b. The Announcement Must at Least Contain the Following Elements:

1. The total income from special commissions of financing during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
2. The total income from special commissions of investments during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.

3. The net income from special commissions of financing during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
4. The net income from special commissions of investments during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
5. The total operations profit (loss) amounted to \*\*\* Saudi Riyals during current period compared to \*\*\* Saudi Riyals in the same quarter of the last year with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
6. The net profit (loss) amounted to \*\*\* Saudi Riyals during current period compared to \*\*\* Saudi Riyals in the same quarter of the last year with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
7. The total comprehensive income amounted to \*\*\* Saudi Riyals during current quarter compared to \*\*\* Saudi Riyals in the same quarter of the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
8. The total net provision (reversing entry) of expected credit losses and other losses, amounted to \*\*\* Saudi Riyals during the current quarter, compared to \*\*\* Saudi Riyals during the same quarter of the last year, with increase (decrease) of \*\*%; and compared to \*\*\* Saudi Riyals during the previous quarter with increase (decrease) of \*\*%.
9. The total income from special commissions of financing amounted to \*\*\* Saudi Riyals during the current period, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
10. The total income from special commissions of investments amounted to \*\*\* Saudi Riyals during the current period, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
11. The net income from special commissions of financing amounted to \*\*\* Saudi Riyals during the current period, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
12. The net income from special commissions of investments amounted to \*\*\* Saudi Riyals during the current period, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
13. The total operations profit (loss) amounted to \*\*\* Saudi Riyals during the current period, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
14. The net profit (loss) amounted to \*\*\* Saudi Riyals during the current period, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
15. The total comprehensive income amounted to \*\*\* Saudi Riyals during current period compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
16. The total net provision (reversing entry) of expected credit losses and other losses amounted to \*\*\* Saudi Riyals during current period compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
17. The profit (loss) per share amounted to \*\*\* Saudi Riyals during current period compared to \*\*\* Saudi Riyals in the same period last year.

18. The total shareholders' equity (after deducting the minority's equity) amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same period last year, with increase (decrease) of \*\*%.
19. The assets amount at the end of the current period is \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same period last year, with increase (decrease) of \*\*%. The investment amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%. The loan and advances portfolio (financing and investment) at the end of current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period last year, with increase (decrease) of \*\*%. the clients' deposits at the end of current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the end of same period last year, with increase (decrease) of \*\*%.
20. The accumulated losses at the end of the current period amounted to \*\*\* Saudi Riyals, with a percentage of \*\*% of the capital (if any).
21. The profit (losses) resulting from the change in investment properties' fair value amounted to \*\*\* Saudi Riyals by the end of the current period, with a percentage of \*\*% of the capital (if any).
22. The reason of the increase (decrease) in special commission income during the current quarter compared to the same quarter of the last year is .....
23. The reason of the increase (decrease) in the net profit during the current quarter compared to the same quarter of the last year is .....
24. The reason of the increase (decrease) in the total net provision (reversing entry) of expected credit losses and other losses during the current quarter compared to the same quarter of the last year is .....
25. The reason of the increase (decrease) in special commission income during the current quarter compared to the previous quarter is .....
26. The reason of the increase (decrease) in the net profit during the current quarter compared to the previous quarter is .....
27. The reason of the increase (decrease) in the total net provision (reversing entry) of expected credit losses and other losses during the current quarter compared to the previous quarter is .....
28. The reason of the increase (decrease) in special commission income during the current period compared to the same period of the last year is .....
29. The reason of the increase (decrease) in the net profit during the current quarter compared to the same quarter of the last year is .....
30. The reason of the increase (decrease) in the total net provision (reversing entry) of expected credit losses and other losses during the current period compared to the same period of the last year is .....
31. Statement of the type of external auditor's report (Reviewed: Unmodified conclusion, conservation, notice, other matter, disclaimer of conclusion, adverse conclusion).
32. Statement of any comment mentioned in the external auditor's report, mentioned in any of the following paragraphs (other matters, conservation, notice, disclaimer of opinion, adverse opinion) in the announcement exactly as mentioned in the external auditor's report.
33. In case of re-classification of the comparison items, it should be mentioned in the announcement.
34. Mention any information the Bank wishes to add.

**a. The Announcement Title Must be as Follows:**

“..... Company announces its annual financial result ended on \*\*/\*\*/\*\*\*\*”.

**b. The Announcement Must at Least Contain the Following Elements:**

1. The insurance revenues amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year, with increase (decrease) of \*\*%.
2. The result of insurance services amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year, with increase (decrease) of \*\*%.
3. The net profit (loss) of the insurance results \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year, with increase (decrease) of \*\*%.
4. The net profit (loss) of the investment results \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year, with increase (decrease) of \*\*%.
5. The net insurance financing expenses \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year, with increase (decrease) of \*\*% (if any).
6. The net profit (loss), after Zakat, attributable to shareholders, \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year, with increase (decrease) of \*\*%.
7. The total comprehensive income \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year, with increase (decrease) of \*\*%.
8. The profit (loss) per share \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the last year.
9. The total shareholders' equity (after deducting the minority's equity) amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the last year, with increase (decrease) of \*\*%.
10. The accumulated losses at the end of the current period amounted to \*\*\* Saudi Riyals, with a percentage of \*\*% of the capital.
11. The profit (loss) resulting from the change in investment properties' fair value to \*\*\* Saudi Riyals at the end of the current year, with a percentage of \*\*% of the capital.
12. The reason of the increase (decrease) in revenues during the current year compared to the last year is .....
13. The increase (decrease) in the net profit during this year compared to the previous one is attributed to .....
14. Statement of the type of external auditor's report (Audited: unmodified opinion, conservation, notice, other matter, disclaimer of opinion, adverse opinion).
15. Statement any comment mentioned in the external auditor's report, mentioned in any of the following paragraphs (other matter, conservation, notice, disclaimer of opinion, adverse opinion) in the announcement exactly as mentioned in the external auditor's report.
16. In case of re-classification of the comparison items, it should be mentioned in the announcement.
17. Mention any information the Company wishes to add.

**(6) Announcement Form for Interim Financial Results for Insurance Companies**

**a. The Announcement Title Must be as Follows:**



“..... Company the interim financial results for the period ended on \*\*/\*\*/\*\*\*\* (3, 6, 9,12 months).”

**b. The Announcement Must at Least Contain the Following Elements:**

1. The insurance revenues during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter last year with increase (decrease) of \*\*%; and compared \*\*\* Saudi Riyals during the previous quarter, with an increase (decrease) of \*\*%.
2. The result of insurance services during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter last year with increase (decrease) of \*\*%; and compared \*\*\* Saudi Riyals during the previous quarter, with an increase (decrease) of \*\*%.
3. The net profits (losses) of insurance results during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter last year with increase (decrease) of \*\*%; and compared \*\*\* Saudi Riyals during the previous quarter, with an increase (decrease) of \*\*%.
4. The net profits (losses) of the investment results during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter last year with increase (decrease) of \*\*%; and compared \*\*\* Saudi Riyals during the previous quarter, with an increase (decrease) of \*\*%.
5. The net insurance financing expenses during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter last year with increase (decrease) of \*\*%; and compared \*\*\* Saudi Riyals during the previous quarter, with an increase (decrease) of \*\*%.
6. The net profit (loss), after Zakat, attributable to shareholders during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter last year with increase (decrease) of \*\*%; and compared \*\*\* Saudi Riyals during the previous quarter, with an increase (decrease) of \*\*%.
7. The total comprehensive income during the current quarter amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same quarter last year with increase (decrease) of \*\*%; and compared \*\*\* Saudi Riyals during the previous quarter, with an increase (decrease) of \*\*%.
8. The insurance revenues during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
9. The result of insurance services during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
10. The net profit (loss) of insurance results during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
11. The net profit (loss) of the investment results during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.

12. The net insurance financing expenses during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*% (If any).
13. The net profit (loss), after Zakat, attributable to shareholders during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
14. The total comprehensive income during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
15. The profit (loss) per share during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year.
16. The total shareholders' equity (after deducting the minority's equity) during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals during the same period of the last year, with increase (decrease) of \*\*%.
17. The accumulated losses at the end of the current period amounted to \*\*\* Saudi Riyals, with a percentage of \*\*% of the capital (if any).
18. The profit (loss) resulting from the change in investment properties' fair value amounted to \*\*\* Saudi Riyals at the end of the current period, with a percentage of \*\*% of the capital.
19. The reason of the increase (decrease) in the revenues during the current quarter compared to the same quarter of last year is .....
20. The reason of the increase (decrease) in the net profit during the current quarter compared to the same quarter of last year is .....
21. The reason of the increase (decrease) in the revenues during the current quarter compared to the previous quarter is.....
22. The reason of the increase (decrease) in the net profit (loss) during the current quarter compared to the previous quarter is .....
23. The reason of the increase (decrease) in the revenues during the current period compared to the same quarter of the last year is .....
24. The reason of the increase (decrease) in the net profit during the current quarter compared to the same quarter of the last year is .....
25. Statement of the type of external auditor's report: (Reviewed: Unmodified conclusion, conservation, notice, other matter, disclaimer of conclusion, adverse conclusion).
26. Any note mentioned in the auditor's report in the paragraphs detailing the other matters, conservation, notice, disclaimer of opinion, or adverse opinion) in the announcement exactly as mentioned in the external auditor's report.
27. In case of re-classification of the comparison items, it should be mentioned in the announcement.
28. Mention any information the Company wishes to add.

(7) Announcement Form for the Semi-Annual Financial Results for the Companies whose shares are listed on the Parallel Market

a. **The Announcement Title Must be as Follows:**

“..... Company announces its interim financial results for the period ended on \*\*/\*\*/\*\*\*\* (6 months)”

b. **The Announcement Must at Least Contain the Following Elements:**

1. The sales/ revenues during the current period amounted to \*\*\* Saudi Riyals, compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
2. The net profit (loss) during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year, with increase (decrease) of \*\*%.
3. The profit (loss) per share during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same period of the last year.
4. The total shareholders' equity (after deducting the minority's equity) during the current period amounted to \*\*\* Saudi Riyals compared to \*\*\* Saudi Riyals in the same quarter of the last year, with increase (decrease) of \*\*%.
5. The accumulated losses amount to \*\*\* Saudi Riyals by the end of the current period, with a percentage of \*\*% of the capital (if any).
6. The profit (losses) resulting from the change in investment properties' fair value amount to \*\*\* Saudi Riyals by the end of the current period, with a percentage of \*\*% of the capital.
7. The reason of the increase (decrease) in the sales/ revenues during the current quarter compared to the same quarter of the last year is .....
8. The reason of the increase (decrease) in the net profit during the current quarter compared to the same quarter of the last year is .....
9. Statement of the type of external auditor's report (Reviewed: Unmodified conclusion, conservation, notice, other matter, disclaimer of conclusion, adverse conclusion).
10. In case of reclassification of the comparison items, it should be mentioned in the announcement.
11. Mention any information the company wishes to add.

## II: Announcement Form for Updating the Financial Statements Document on Tadawul Website:

### (8) Announcement Form for Updating the Financial Statements Document on Tadawul Website

#### a. The Announcement Title Must be as Follows:

“..... Company announces the update of (annual/interim) financial statements on Tadawul website for the period ended on \*\*/\*\*/\*\*\*\* (3, 6, 9, or 12 months).”

#### b. The Announcement Must at Least Contain the Following Elements:

1. The period of the financial statements.
2. The reason for updating the financial statements.
3. The change introduced in the financial statements.
4. The financial statements link on the company's page on Tadawul website.

## III: Announcement Form for the Inability to Post the Financial Results

### (9) Announcement Form for the Inability to Post the Financial Results

#### a. The Announcement Title Must be as Follow:



“..... Company announces its inability to post (interim/ annual) financial results for the period ended on \*\*/\*\*/\*\*\*\* (3, 6, 9, or 12 months).”

**b. The Announcement Must at Least Contain the Following Elements:**

1. The period of the financial results.
2. The reason and obstacles for the inability to post the financial results within the legal period.
3. A timetable for the procedures taken or to be taken by the company to post the financial results.
4. The expected date for posting the financial results.
5. Referring that the company will be subject to “Procedures of Suspending the Trading of Listed Securities in accordance with the Listing Rules”.
6. The date of suspending the trading of listed securities.
7. Referring that the company will monthly announce updates on its inability to post the financial results and will not delay any announcement if there is any material update.

**Instructions for Companies’ Announcements for Applying the Fair Value and Revaluation Models for Properties and Investment Properties**

Announcement Form for Applying the Fair Value and Revaluation Models for Properties and Investment Properties

**a. The Announcement Title Must be as Follows:**

“..... Company announces its Board's resolution initiating the use of the fair value and revaluation models to measure properties and investment properties.”

**b. The Announcement Must at Least Contain the Following Elements:**

1. Date of issuance of the company's board resolution.
2. Expected financial impact on the net assets.
3. Start date of the expected financial impact.
4. Referring that the use of the new accounting policy will not cause cash flow within the company.



## Instructions for Companies' Announcement of Administrative Changes

### (1) Announcement Form for the Nomination for Board of Directors Membership

#### a. The Announcement Title Must be as Follows:

“..... Company announces the opening of the nomination period for the board of directors' membership for the next term.”

#### b. The Announcement Must at Least Contain the Following Elements:

1. The starting and ending dates of the term.
2. The opening and the ending dates of the nomination.
3. The method of receiving the nomination requests.
4. Policy and criteria of nomination for the board membership as approved by the General Assembly.
5. Attachment of the CMA-approved resume for the nominees for board memberships in the joint-stock companies listed on the Saudi Stock Exchange website (Tadawul).

### (2) Announcement Form for the Resignation of a Board Member

#### a. The Announcement Title Must be as Follows:

“..... Company announces the resignation of the board of director's member (members).”

#### b. The Announcement Must at Least Contain the Following Elements:

1. Name of the resigned member (members).
2. The resignation submission date by the member (members) to the board of directors, the acceptance and the effective date.
3. Reasons for resignation.
4. Membership starting date of the resigned member.

### (3) Announcement Form for the Appointment of a New Board Member to Assume the Vacancy

#### a. The Announcement Title Must be as Follows:

“..... Company announces the appointment of the board member (members) to assume the vacancy in its board.”

#### b. The Announcement Must at Least Contain the Following Elements:

1. The name of the appointed member (members) of board of directors.
2. The date of the board of directors' meeting in which a new board member (members) was (were) appointed.
3. The date of the approval by other official authorities, whenever their regulations require so\*.
4. The membership effective date.
5. The board's approval shall not be deemed final. Such appointment will be discussed at the first General Assembly for ratification.
6. Mention a brief description of the appointed member's (members) resume.

\* For example: The Saudi Central Bank for banks, Insurance Companies, and financing companies.

#### (4) Announcement Form for the Resignation of a Board Member and the Appointment of a New Board Member

##### a. The Announcement Title Must be as Follows:

“..... Company announces the resignation of the board member (members) and the appointment of a new board member (members).”

##### b. The Announcement Must at Least Contain the Following Elements:

1. The name of the resigned member (members) and his (their) membership description.
2. The resignation submission date by the member (members) to the board of directors, the acceptance and the effective date.
3. Reasons for resignation.
4. The starting date of the membership of the resigned member.
5. The name of the appointed member (members), and his (their) membership description.
6. The date of the board of directors' meeting in which a new board member (members) was (were) appointed.
7. Date of obtaining the approval by other official authorities, whenever their regulations require so\*.
8. The membership effective date.
9. The board's approval shall not be deemed final. Such appointment will be discussed at the first General Assembly for ratification.
10. Mention a brief description of the appointed member's (members) resume.

\* For example: The Saudi Central Bank for banks, Insurance Companies, and financing companies.

#### (5) Announcement Form for the Resignation of the Chief Executive Officer of the Company

##### a. The Announcement Title Must be as Follows:

“..... Company announces the resignation of its Chief Executive Officer.”



b. The Announcement Must at Least Contain the Following Elements:

1. The name of the resigned person.
2. The acceptance date of the resignation and its effective date.
3. Reasons for resignation.

(6) Announcement Form for the Appointment of a New Chief Executive Officer for the Company

a. The Announcement Title Must be as Follows:

“..... Company announces the appointment of a new Chief Executive Officer.”

b. The Announcement Must at Least Contain the Following Elements:

1. The name of the appointed person.
2. The date of the board's resolution on which the new Chief Executive Officer was appointed.
3. The work commencement date.
4. Mention a brief description of the appointed member's resume.

(7) Announcement Form for the Resignation of the Chief Executive Officer and the Appointment\Delegation of a New Chief Executive Officer for the Company

a. The Announcement Title Must be as Follows:

“..... Company announces the resignation of the Chief Executive Officer and appointment\delegation of a new Chief Executive Officer for the Company.”

b. The Announcement Must at Least Contain the Following Elements:

1. The name of the resigned person.
2. The acceptance date of resignation acceptance and its effective date.
3. Reasons for resignation.
4. The name of the delegated person for the position until appointing a new Chief Executive Officer (in case of delegation).
5. The name of the appointed person (in case of appointment).
6. The starting date of the (appointment\ delegation).
7. The date of board's resolution of the (appointment\ delegation).
8. Mention a brief description of the appointed\delegated member's resume.

(8) Announcement Form for the Resignation of an Audit Committee Member



a. The Announcement Title Must be as Follows:

“..... Company announces the resignation of the Audit Committee Member (Members).”

b. The Announcement Must at Least Contain the Following Elements:

1. The name of the resigned member (members).
2. The date of submitting the resignation and its effective date.
3. Reasons for resignation.
4. The starting date of the membership of the resigned member.

(9) Announcement Form for the Appointment of an Audit Committee Member

a. The Announcement Title Must be as Follows:

“..... Company announces the appointment of an audit committee member(s).”

b. The Announcement Must at Least Contain the Following Elements:

1. The name of the appointed member (members).
2. The date of the board's resolution on which the new Audit Committee Member (Members) was\were appointed.
3. Date of the approval by other official authorities, whenever their regulations require so\*.
4. The membership effective date.
5. Mention a brief description of the appointed member's (members') resume.

\* For example: The Saudi Central Bank for banks, Insurance Companies, and financing companies.



## Instructions for Companies Announcements Regarding Capital Alternation

### I: Offering Rights Issue Shares

#### (1) Announcement Form for Board's Recommendation for Capital Increase by Offering Rights Issue

##### a. The Announcement Title Must be as Follows:

“..... Company announces the board's recommendation for capital increase by offering rights issue”.

##### b. The Announcement Must at Least Contain the Following Elements:

- a. The date of the board's meeting.
- b. The total amount that the company wishes to receive, without reporting the amount or numbers of shares that intended to offer or its percentage of current capital.
- c. Reasons of capital increase.
- d. Eligibility date, provided that the eligibility shall be for the shareholders on the Extraordinary General Assembly Day, in which the capital increase by offering rights issue is decided, and whose names appear in the issuer's shareholders register at the Depository Center on the end of the second trading day following the assembly meeting date.
- e. Indicate that an announcement will be made upon appointing a financial advisor for offering, as well as upon submitting the request for capital increase to the Capital Market Authority for approval.

#### (2) Announcement Form for the Appointment of a Financial Advisor to Manage the Subscription in the Rights Issue

After the board's recommendation to increase the company's capital by way of rights issue, the company announces the appointment of a financial advisor in line with the following:

##### a. The Announcement Title Must be as Follows:

“..... Company announces the appointment of a financial advisor to manage the subscription of rights issue.”

##### b. The Announcement Must at Least Contain the Following Elements:

1. The name of the financial advisor.
2. The appointment date of the financial advisor.
3. In case of changing the current financial advisor, the company shall announce the name of the new financial advisor and the reason behind changing the old financial advisor.
4. Any other information the company wishes to add.



### (3) Announcement Form for Submitting an Application File for Capital Increase by Offering Rights Issue to the Capital Market Authority for Approval

#### a. The Announcement Title Must be as the Following:

“..... Company announces the submission of an application to increase the company's capital by offering the rights issue to the Capital Market Authority.”

#### b. The Announcement Must at Least Contain the Following Elements:

1. The date of submitting the application to the Capital Market Authority.
2. Reference to the subject of the application.
3. Reference to the announcement of the board's recommendation regarding the company's capital increase by offering rights issue.

### (4) Announcement Form for Material Developments Regarding the Application File for Capital Increase by Offering Rights Issue Submitted to the Capital Market Authority

After the announcement of submitting an application of the capital increase by offering rights issue to the Capital Market Authority for approval, the company must announce any material changes regarding the application submitted to the Authority. **Upon the Authority's approval, the company shall publish the prospectus within a period not exceeding (14) days prior to the convening date of the General Assembly.**

#### a. The Announcement Title Must be as the Following:

“..... Company announces the developments regarding the submitted application of the company's capital increase by offering the rights issue to the Capital Market Authority.”

#### b. The Announcement Must at Least Contain the Following Elements:

1. Reference to the subject of the application submitted to the Authority and the application's date of submission.
2. Clarification and elaboration of the application status at the Authority (including, but not limited to: Completion or fulfillment of the requirements and remarks on the application, or whether the application is under review by the Authority).
3. Any other material developments (including, but not limited to: permanent withdrawal of the application with a clarification of the reasons, the Authority's rejection of the application with reasons, suspension of the application for not fulfilling the requirements...etc).

### (5) Announcement Form for Determining the Period for Rights Issue Trading and Subscriptions in the New Shares



After the issuance of approvals by the official entities and Extraordinary General Assembly on the capital increase, the company shall announce the following:

a. **The Announcement Title Must be as the Following:**

“..... Company announces the determination of the rights issue trading period and subscription in the new shares.”

b. **The Announcement Must at Least Contain the Following Elements:**

1. Determine the start and end dates of the rights issue trading period and subscription in the new shares:  
(Note that the shareholders of the rights issue are able to exercise their rights to subscribe (partially or completely) in the new shares within the limits of the number of the rights issue existing in their portfolios, and that the trade of the rights issue and subscription in the new shares is according to the prospectus for the registered shareholders and new investors).
2. Clarification of the Rump Offering details:  
(Note that in case of remaining unsubscribed shares, these shares and fractions shares (if any) will be offered to the institutional investors in accordance with the prospectus).
3. Notify the investors who do not wish to subscribe of the importance of selling what they own of rights issue during the specified trading period; in order not to be subject to a reduction of the value of their investment portfolios as a result of not taking advantage of their rights to sell or subscribe.
4. To obtain a daily Price Volatility percentage of rights issue after closing the rights issue trading period visit the Saudi Stock Exchange Company's (Tadawul) website via the link (...).
5. To obtain the Indicative Value of a Right visit the Saudi Stock Exchange Company's (Tadawul) website via the link (...).
6. To obtain more details regarding the mechanism of trading the rights issue and subscription in the new shares, kindly visit the ..... 's website via the link (...).
7. To obtain the prospectus related to the company's capital increase by rights issue kindly visit the ..... 's website via the link (...).

(6) **Reminder Announcement Form for the Start of the Period for Rights Issue Trading and Subscriptions in the New Shares**

a. **The Announcement Title Must be as the Following:**

“..... Company announces a reminder of starting period of the rights issue trading and subscription in the new shares”.

b. **The Announcement Must at Least Contain the Following Elements:**



1. The start date of the rights issue trading period and subscription in the new shares.
2. The end date of the rights issue trading period.
3. The end date of the subscription in the new shares period.

(7) Reminder Announcement Form for the Last Day for Trading Rights Issue and the Last Day for Subscriptions in the New Shares

a. The Announcement Title Must be as the Following:

“..... Company announces a reminder of the last day for trading rights issue and the last day for subscription in the new shares”.

b. The Announcement Must at Least Contain the Following Elements:

1. The end date of the rights issue trading period.
2. The end date of the subscription in the new shares period.

(8) Announcement Form for the Process Details of the Sale of the Un-Subscribed Shares and the Start of the Offering Stage, in Addition to the Results of Trading Rights Issue and Subscription in the New Shares.

a. The Announcement Title Must be as the Following:

“The ..... Company announces the results of trading rights issue and subscribing in the new shares, and the process details of the Sale of the un-subscribed shares.”

b. The Announcement Must at Least Contain the Following Elements:

1. The number of subscribed shares, its value and the coverage percentage of the total new offered shares.
2. The details of the rump offering mechanism, and its start and end dates.
3. Determine the rump offering period hours.

(9) Announcement Form for Rump Offering Results and the Allocation of the Rights Issue shares.

a. The Announcement Title Must be as the Following:

“..... Company announces the rump offering results and the allocation of the rights issue shares”

b. The Announcement Must at Least Contain the Following Elements:



1. The number of sold shares.
2. The total refunded amount from sale process of the unsubscribed shares and shares fractions (if any).
3. Average selling price for the sold shares.
4. The net amount of the compensations refunded to the shareholders of rights issue and shares fractions.
5. Date of the Shares deposit in shareholders' accounts.

(10) Announcement Form for the Distribution of Compensations (if any) among Rights Issue Holders Who Did Not Exercise Their Right of Subscribing in the New Shares.

a. The Announcement Title Must be as the Following:

“..... Company announces the distribution of compensations (if any) to the shareholders of rights issue who did not exercise their right to subscribe in the new shares”.

b. The Announcement Must at Least Contain the Following Elements:

1. The date of the distribution of the compensations among the eligible persons who did not exercise their rights in subscription, and shares fractions of eligible persons.
2. The total amount that will be distributed among the eligible persons who did not exercise their rights in subscriptions, and shares fractions of eligible persons.
3. The delivery method of the compensations to the eligible persons who did not exercise their right in subscriptions, and shares fractions of eligible persons.
4. The name and contact method of the responsible entity for the depositing process.

(11) Announcement Form for the Deviation of 5% or more between the Actual Usage of the Proceeds of Issuing Rights Issue than What Has Been Disclosed in the Prospectus

a. The Announcement Title Must be as Follows:

“..... Company announces the developments of the use of proceeds of issuing rights issue”.

b. The Announcement Must at Least Contain the Following Elements:

1. Disclosure of any deviations of 5% or more in the actual usage of the proceeds than what have been disclosed in the prospectus, and the reasons and justification of such deviations.
2. Any other important information that the company deems necessary to disclose.

II: Increasing capital with suspension of Rights Issue Shares.



## (12) Announcement Form for the Recommendation of the Company's Board of Directors to Increase its Capital by Offering Shares with Suspension of Rights Issue Shares

### a. The Announcement Title Must be as Follows:

“..... Company announces the recommendation of the company's Board of Directors to increase its capital by offering shares with suspension of Rights Issue Shares.”

### b. The Announcement Must at Least Contain the Following Elements:

1. The date of the board's meeting.
2. The total amount that the company wants to receive, without mentioning the number or value of the shares to be offered or its percentage from the current capital.
3. Reasons for capital increase.
4. The date of eligibility in voting on the recommendation of the company's Board of Directors to increase its capital by offering shares with suspension of Rights Issue Shares. The offering shall be limited to investors in the category of eligible customers and institutional customers, provided that the date of voting eligibility shall be the day of the extraordinary general assembly which decides to increase the capital by offering shares with suspension of Rights Issue Shares, and those whose names are listed in the issuer's shareholders register at the depository center at the end of the second trading day following the Assembly date.
5. Referring that the announcement will be made upon the appointment of a financial advisor for the offering and the submission of a capital increase request to the CMA for approval.

## (13) Announcement Form for Appointing a Financial Adviser to Manage Subscription to Shares, with Suspension of Rights Issue Shares.

After the announcement of the recommendation of board of directors for capital increase by shares with suspension of Rights Issue Shares, the company must announce the appointment of a financial advisor in line with the following:

### a. The Announcement Title Must be as Follows:

“..... Company announces the appointment of a financial adviser for managing the subscription to shares with suspension of Rights Issue Shares.”

### b. The Announcement Must at Least Contain the Following Elements:

1. The name of the financial advisor.
2. The date of appointing the financial advisor.
3. In case of changing the current financial advisor, the company shall announce the name of the new financial advisor and the reason behind changing the old financial advisor.

4. Any other information that the company wishes to add.

(14) Announcement Form for Submitting an Application File for Capital Increase by Offering Shares, with Suspension of Rights Issue Shares, to the Authority to Obtain Its Approval.

a. The Announcement Title Must be as Follows:

“..... Company announces submitting an application for capital increase by offering shares, with suspension of Rights Issue Shares, to the Capital Market Authority”.

b. The Announcement Must at Least Contain the Following Elements:

1. The date of submitting the application for capital increase to the Authority.
2. Indicate the subject of the application.
3. Indicate the announcement of the board's recommendation for the company's capital increase by offering shares with suspension of Rights Issue Shares.

(15) Announcement Form for Material Developments on the Application File for Capital Increase by Offering Shares with Suspension of Rights Issue Shares, Submitted to the Authority.

Following the announcement of submitting an application of capital increase by offering shares with suspension of Rights Issue Shares to CMA for approval, the company must announce any material changes regarding the application submitted to the Authority. Upon the CMA approval, the Issue Prospectus must be published within a period no less than 14 days prior to the date of convening the general assembly.

a. The Announcement Title Must be as Follows:

“..... Company announces the developments on the application submitted to the Capital Market Authority regarding the capital increase by offering shares with suspension of Rights Issue Shares.

b. The Announcement Must at Least Contain the Following Elements:

1. Indicate the subject of the application submitted to the Authority and the date of submission.
2. Detailed description of the application status submitted to the Authority (including, but not limited to: fulfilling and completing the requirements and remarks on the application, or whether the application is under review by the Authority).
3. Any other material developments (including, but not limited to, permanent withdrawal of the application with a clarification of the reasons, the Authority's rejection of the application with justifications, suspension of the application for not fulfilling the requirements...etc.)



(16) Announcement Form for the Determination of the Subscription Period in the New Shares to Increase Capital with Suspension of Rights Issue Shares.

Following the approval of the official authorities and extraordinary general assembly to increase the capital, the company shall announce the following:

a. The Announcement Title Must be as Follows:

“..... Company announces the determination of the period of subscription to the new shares to increase capital with suspension of Rights Issue Shares.

b. The Announcement Must at Least Contain the Following Elements:

1. Determining the start and end date of the period of subscription to the new shares:  
(Noting that the subscription shall be limited to investors in the category of eligible customers and institutional customers as provided in the Issue Prospectus).
2. Clarification on the non-subscription to all shares:  
(Noting that if the offering is not completed on the specified expiration date of the offering, the financial advisor, in consultation with the issuer, may extend the offering period before its expiration. The investors in the category of eligible customers and institutional customers, who have subscribed to the shares before extending the offering period, shall be entitled to cancel or amend their subscription).
3. To find the Issue Prospectus related to increasing the company's capital by issuing shares with suspension of Rights Issue Shares, you can visit the website ..... through the following link (...).

(17) Announcement Form for the Results of the Subscription to the New Shares by Increasing Capital with Suspension of Rights Issue Shares.

a. The Announcement Title Must be as Follows:

“..... Company announces the results of the subscription to the new shares by capital increase with suspension of Rights Issue Shares.

b. The Announcement Must at Least Contain the Following Elements:



1. The number and value of the shares subscribed, the coverage percentage of the total new shares offered, and the total proceeds arising from the subscription.
2. Price of offering.
3. Date of depositing new shares into the accounts of subscribers.
4. If all new shares are not subscribed on the specified expiration date of the offering, the details of the issuer's decision to extend the offering period (if any) and the right of investors in the category of eligible customers and institutional customers, who have subscribed to the shares before extending the offering period, to cancel or amend their subscription, shall be added.  
(Noting that the investors, who own capital increase shares with suspension of Rights Issue Shares, shall not dispose of these shares during the six months following the date of its listing)

(18) Announcement Form for the Results of Subscription to the New Shares in case of extending the Offering Period

a. The Announcement Title Must be as Follows:

“..... Company announces the results of subscription to the new shares upon extending the offering period.”

b. The Announcement Must at Least Contain the Following Elements:

1. The number and total value of the shares that are sold upon extending the offering period, and the coverage percentage of the total shares offered.
2. The number and value of the shares subscribed, the coverage percentage of the total new shares offered, and the total proceeds arising from the sale of shares.
3. Average selling price for the sold shares.
4. Date of the Shares deposit in shareholders' accounts.  
(Noting that the investors, who own capital increase shares with suspension of Rights Issue Shares, shall not dispose of these shares during the six months following the date of its listing)

(19) Announcement Form for the Deviation of 5% or more between the Actual Usage of the Proceeds of Issuing Rights Issue than What Has Been Disclosed in the Prospectus.

a. The Announcement Title Must be as Follows:

“..... Company announces the developments of the use of proceeds from issuing shares with suspension of Rights Issue Shares”.

b. The Announcement Must at Least Contain the Following Elements:

1. Disclosure of any deviations of 5% or more in the actual usage of the proceeds than what have been disclosed in the prospectus, and the reasons and justification of such deviations.
2. Any other important information that the company deems necessary to disclose.

### III: Bonus Shares

#### (20) Announcement Form for Board's Recommendation for Capital Increase by way of Issuing Bonus Shares

##### a. The Announcement Title Must be as Follows:

“..... Company announces the board's recommendation for the capital increase by way of issuing bonus shares”.

##### b. The Announcement Must at Least Contain the Following Elements:

1. The date of the board’s meeting.
2. The company’s capital before and after the increase.
3. The increase percentage in the capital.
4. The number of shares before and after the capital increase.
5. The reasons for the capital increase.
6. The number of bonus shares granted per existing share.
7. The nature and value of the reserves that will be used in the capitalization issue.
8. The eligibility date, provided that the eligibility is for the shareholders who own the shares on the due date registered in the issuer’s shareholders record at the Depository center at the end of second day following the eligibility date.
9. In case of shares fractions, the company must mention that "all the shares’ fractions will be collected in one portfolio for all shareholders and will be sold at the market price, then the amount will be distributed among the eligible shareholders for the bonus shares proportionately as per ownership percentage within a period not exceeding (...Specify Period...) days from the date of determining the due shares for each shareholder.
10. Indicate the necessity of obtaining approvals form the official entities and Extraordinary General Assembly regarding the capital increase, in addition to the number of the bonus shares.

#### (21) Announcement Form for the Completion of Shares Fractions Sale (if any) and Distribution of the Sale Proceeds among Eligible Shareholders.

##### a. The Announcement Title Must be as Follows:

“..... Company announces the deposit of the amounts from selling the shares fractions resulted from the company’s capital increase in the eligible shareholders’ accounts”.

##### b. The Announcement Must at Least Contain the Following Elements:



1. The date of completing the sale of the share's fractions process.
2. The number of sold shares.
3. The return amount from selling the shares' fractions process.
4. Average selling price per share.
5. The deposit date of the return amounts from selling the shares fractions process in the eligible shareholders' accounts.
6. The name and contact method of the responsible entity of distributing the return amounts from the selling the shares fractions process among the eligible shareholders.

(22) Announcement Form for the Non-Completion of Shares Fractions Sale (if any) and Distribution of the Sales Proceeds Amount among Eligible Shareholders within the Specified Period.

a. The Announcement Title Must be as Follows:

“..... Company announces the non-completion of selling shares fractions resulting from the company's capital increase during the specified period”.

b. The Announcement Must at Least Contain the Following Elements:

1. The reason of non-completion of selling the shares fractions process and deposit the amounts at the eligible shareholders' accounts within the specified period.
2. The excepted end date of completing the sale process of shares fractions and distributing the amounts among the eligible shareholders.

IV: Capital Reduction.

(23) Announcement Form for the Board's Recommendations of Any Suggested Company's Capital Reduction

a. The Announcement Title Must be as Follows:

“..... Company announces its board's recommendation for the company's capital reduction”.

b. The Announcement Must at Least Contain the Following Elements:

1. The date of the board's meeting.
2. The company's capital before and after the reduction.
3. The reduction percentage in the capital.
4. The number of shares before and after the capital reduction.
5. The reason and method of capital reduction.
6. Any material impact of the reduction in the company's commitments, process or the company's financial, operational or organizational performance.



7. State that the reduction date is at the end of the second trading day following the Extraordinary General Assembly meeting in which the capital reduction was decided.
8. Indicate the necessity of obtaining the approvals of the official entities and Extraordinary General Assembly regarding the capital reduction and the number of shares.
9. Indicate that an announcement will be made upon appointing a financial advisor, and upon submitting the application for capital reduction to the Capital Market Authority for approval.

(24) Announcement Form for the Appointment of a Financial Advisor for Capital Reduction  
After the announcement of the recommendation of board of directors for capital reduction, the company must announce the appointment of a financial adviser in line with the following:

A) The Announcement Title Must be as Follows:

“..... Company announces the appointment of a financial advisor for capital reduction”.

B) The announcement shall include at least the following elements:

1. The name of the financial advisor.
2. The date of appointing the financial advisor.
3. In case of changing the current financial advisor, the company shall announce the name of the new financial advisor and the reason behind changing the old financial advisor.
4. Any other information that the company wishes to add.

(25) Announcement Form for Submitting an Application File for Capital Reduction to the Authority to Obtain Its Approval

a. The Announcement Title Must be as Follows:

“..... Company announces submitting an application for capital reduction to the Capital Market Authority”.

b. The Announcement Must at Least Contain the Following Elements:

1. The date of submitting the application for capital reduction to the Authority.
2. Indicate the subject of the application.
3. Indicate the announcement of the board's recommendation for the company's capital reduction.

(26) Announcement Form for Material Developments on the Application File for Capital Reduction Submitted to the Authority.

Following the announcement of submitting an application of capital reduction to the Authority for approval, the company must announce any material changes regarding the application submitted to the Authority. **Upon the Authority's approval, the shareholders' circular must be published within a period no less than 14 days prior to the date of convening the general assembly.**



a. The Announcement Title Must be as Follows:

“..... Company announces the developments on the application submitted to the Capital Market Authority regarding the capital reduction”.

b. The Announcement Must at Least Contain the Following Elements:

1. Indicate the subject of the application submitted to the Authority and the date of submission.
2. Detailed description of the application status submitted to the Authority (including, but not limited to: fulfilling the requirements and remarks on the application, or whether the application is under review by the Authority).
3. Any other material developments (permanent withdrawal of the application with a clarification of the reasons, the Authority’s rejection of the application with justifications, suspension of the application for not fulfilling the requirements...etc.)

(27) Announcement Form for the Completion of Shares Fractions Sale (if any) and Distribution of the Sales Proceeds among Eligible Shareholders.

a. The Announcement Title Must be as Follows:

“..... Company announces the deposit of the amounts resulted from selling the shares fractions in order to reduce the company’s capital to the eligible shareholders’ accounts”.

B) The Announcement Must at Least Contain the Following Elements:

1. The date on which the selling of shares fractions process ended.
2. The number of sold shares.
3. The amounts resulted from selling the shares fractions process.
4. Average selling price for each sold share.
5. The deposit date of the amounts resulted from selling the shares fractions process in the eligible shareholders’ accounts.
6. The name and contact method of the responsible entity of distributing the resulted amounts from selling the shares fractions process among the eligible shareholders.

(28) Announcement Form for the Non-Completion of the Shares Fractions Sale (if any) and the Distribution of Sales Proceeds among eligible Shareholders within the period specified in the Shareholders' Circular.

a. The Announcement Title Must be as Follows:



“..... Company announces the non-completion of selling shares fractions resulting from the company’s capital decrease within the period specified in shareholders’ circular”.

**B) The Announcement Must at Least Contain the Following Elements:**

1. The reason of non-completion of selling the shares fractions process and deposit the amounts at the eligible shareholders’ accounts.
2. The excepted end date of completing the sale process of shares fractions and distributing the amounts among the eligible shareholders.

**V: Capital Increase by Debt Conversion**

**(29) Announcement Form for the Board of Directors’ Recommendation for the Company's Capital Increase by Way of Debt Conversion**

**A) The Announcement Title Must be as Follows:**

“..... Company announces the board of directors’ recommendation to increase the company's capital by way of debt conversion”.

**B) The Announcement Must at Least Contain the Following Elements:**

1. Date of the company's board meeting.
2. The total amount of debts that the company intends to convert, without mentioning the number or value of the shares intended to be offered or their percentage of the current capital.
3. Reasons for the capital increase.
4. Indicate the necessity of obtaining approvals from the official entities and the Extraordinary General Assembly to increase capital by way of debt conversion.
5. Indicate that an announcement shall be made upon the appointment of a financial advisor for the offering and upon submitting the application for the increase of the capital by way of debt conversion to obtain the approval of the Capital Market Authority.

**(30) Announcement Form for the Appointment of a Financial Advisor to Manage the Application File for the Company's Capital Increase by Debt Conversion**

After announcing the board of directors’ recommendation to increase the company's capital by way of debt conversion, the company announces the appointment of a financial advisor in line with the following:

**A) The Announcement Title Must be as Follows:**

“..... Company announces the appointment of a financial advisor to manage the application for the increase of the capital by way of debt conversion”.

**B) The Announcement Must at Least Contain the Following Elements:**

1. The name of the financial advisor.
2. The date of appointing the financial advisor.
3. In the case of changing the current financial advisor, the name of the new financial advisor and the reason for changing the old financial advisor must be announced.
4. Any other information that the company may want to add.

(31) Announcement Form for Submitting the Application File for the Company's Capital Increase by Way of Debt Conversion to the Authority for Approval.

**A) The Announcement Title Must be as Follows:**

“..... Company announces the submission of an application for the increase of the company's capital by way of debt conversion to the Capital Market Authority”.

**B) The announcement shall include at least the following elements:**

1. The date of submitting the application to the Authority.
2. Statement of the subject of the application.
3. Reference to the announcement of the boards' recommendation to increase the company's capital by way of debt conversion.

(32) Announcement Form for Announcing the Material Developments on the Application File Submitted to the Authority for the Company's Capital Increase by Debt Conversion.

After announcing the submission of the application for the increase of the company's capital by way of debt conversion to the Authority to obtain its approval, the company must announce any material developments to the application with the Authority upon their occurrence. **Upon the Authority's approval, the shareholders' circular must be published within a period no less than 14 days prior to the date of convening the general assembly.**

**A) The Announcement Title Must be as Follows:**

“..... Company announces the material developments to the application for the increase of the company's capital by way of debt conversion with the Capital Market Authority”.

**B) The announcement shall include at least the following elements:**

1. Reference to the subject of the application and the date of submitting it.

2. Clarifying and detailing the status of the application with the Authority (including but limited to: fulfilling the requirements and remarks on the application, or whether the application is under review by the Authority).
3. Any other material changes (including but limited to: permanent withdrawal of the application with a clarification of the reasons, the Authority's rejection of the application with justifications, suspension of the application for not fulfilling the requirements...etc).

VI: Announcements Related to the Acquisition of a Company/Purchase of an Asset through Increasing the Company's Capital by Issuing Shares for the Owners of the Acquired Company/Purchased Asset.

(33) Phase 1: Announcement Form for the Company's Signature of a Memorandum of Understanding for the Acquisition of a Company/Purchase of an Asset.

a. **The Announcement Title Must be as Follows:**

“..... Company announces the signing of a memorandum of understanding with (..... name of the second party .....) for the acquisition/purchase of a (.....)”.

b. **The Announcement Must at Least Contain the Following Elements:**

1. The date of signing the memorandum of understanding.
2. The period of the memorandum of understanding.
3. The name of the party who the memorandum of understanding is signed with.
4. The financial advisor of each party in the agreement.
5. The most prominent terms of the memorandum of understanding.
6. In case of related parties, their identities must be disclosed.
7. The actions to be taken by the company during the agreement period.
8. Indicate the necessity of obtaining the official entities and Extraordinary General Assembly's approval regarding capital increase for the purpose of acquisition/purchase.

(34) Phase 2: Announcement Form for the Company's Signature of an Agreement for the Acquisition of a Company/Purchase of an Asset through Capital Increase by Issuing Shares to the Owners of the Company/Asset.

a. **The Announcement Title Must be as Follows:**

“..... Company announces the signing of an agreement for the acquisition of (..... name of the company to be acquired .....) company/purchase of an asset by means of capital increase by issuing shares to the owners of (..... name of the company to be acquired .....) company/asset”.

b. **The Announcement Must at Least Contain the Following Elements:**

1. The size and percentage of the capital increase.



2. Number of shares before and after the capital increase.
3. Name of (the company to be acquired)/(asset to be purchased).
4. Value of (the company to be acquired)/(asset to be purchased).
5. Value of the listed company.
6. Percentage of the shares swap with indication of the possible impacts and risks to the company's shareholders, the company and the decision making process in it.
7. The ownership percentage of the listed company in (the company to be acquired)/ (asset to be purchased) after issuing the shares.
8. The ownership percentage of the partners for whom new shares are issued after the end of the acquisition process.
9. The date of signing the acquisition agreement.
10. Any related material information or conditions which may affect the share price.
11. In case of related parties, their identities must be disclosed.
12. The end date of the agreement and its termination conditions.
13. Indicate the necessity of obtaining the official entities and Extraordinary General Assembly's approval regarding capital increase for the purpose of acquisition/purchase.

**Note:** In regards of the required announcements, if the company to be acquired is a listed company, the provisions of the Merger and Acquisition Regulation must be complied with.

(35) Phase 3: Announcement Form for the Completion of the Procedures of the Acquisition of a Company/Purchase of an Asset through Capital Increase by Issuing Shares to the Owners of the Company/Asset.

#### A) The Announcement Title Must be as Follows:

“..... Company announces the completion of the procedures of acquisition/purchase of (.....)”.

#### b. The Announcement Must at Least Contain the Following Elements:

1. The date of completion of the acquisition procedures.
2. Summary regarding the acquisition/purchase.
3. Related parties.
4. Financial Impact.
5. The date of completing the ownership transfer and the legal documents that have been amended to reflect the transfer of ownership. Or clarify that an announcement will be made later.



## Instructions for Companies' Announcements Regarding Reverse Take-over

### Announcement Form for the Reverse Take-over Agreement

#### A) The Announcement Title Must be as Follows:

“..... Company announces the agreement to the reverse take-over terms with (..... name of the other party .....) to acquire (.....)”.

#### b) The Announcement Must at Least Contain the Following Elements:

1. The Details of the transaction, including the name of the other party.
2. Summary of the company's activity or the asset subject to the transaction.
3. Compensation and the extent to which it is satisfied (including the terms related to any arrangements necessary for delaying compensation).
4. The value of the total assets of the transaction.
5. The profits related to the assets of the transaction.
6. The effect of the transaction on the listed company, including any benefits expected to be received by the issuer as a result of the transaction.
7. Details of any service contracts for the proposed members of the issuer's board of directors.
8. Indicate the necessity of obtaining the official entities and Extraordinary General Assembly's approval regarding the reverse take-over.



## Instructions for Companies' Announcements Regarding General Assemblies.

(1) Announcement Form for the call for a General Assembly (Ordinary or Extraordinary)

a) The Announcement Title Must be as Follows:

“..... Company Board invites its shareholders to attend the (Ordinary or Extraordinary) General Assembly meeting (First/Second/Third meeting).

b) The Announcement Must at Least Contain the Following Elements:

1. The general assembly meeting agenda.
2. Date and time of convening the general assembly.
3. Location for convening the general assembly including the name of the city, and a hyperlink of the meeting location (Google Maps link).
4. Identification of the methodology of convening the assembly:
  - Attendance in-person and via modern technology means.
  - Via modern technology means.
5. The company must attach the supporting documents for each item of the (ordinary or extraordinary) general assembly meeting's agenda in accordance with the attached table in page (47).
6. Indicate who has the right to attend the Assembly from the shareholders who are registered in the issuers' shareholders record at the Depository Center by the end of the trade session prior to the general assembly meeting and in accordance with the laws and regulations, in addition to determining their rights of assigning others other than the members of the board of the Company.
7. Determining the shareholder's right to discuss the subjects listed in the assembly's agenda, ask questions and how to practice the right of voting.
8. Clarification on the quorum required for convening the general assembly meeting.
9. In the event where the first general assembly meeting was not convened, and if the company wishes to convene the second meeting one hour after not convening the first meeting, the announcement of the call for the first meeting must include an indication of that, as well as stating the quorum required for convening the second meeting.
10. If the call for convening the general assembly was made under the request of the Auditor, the Audit Committee or by a number of shareholders representing at least (10%) of the capital, the announcement must state such fact.
11. Attach the Proxy Letter\form in the call announcements for the Shareholders' Assembly meeting in accordance with the form set out in Annex (1) of the Implementing Regulations Issued Pursuant to the Companies Law Relating to Listed Joint Stock Companies.
12. Reference in the announcement to the availability of e-voting, to vote on the items of the assembly's agenda, in addition to the date and time of its commencement if determined, or state that another announcement will be made regarding the date and time of the e-voting commencement.
13. Reference that the right to register a name to attend the general assembly meeting ends at the time of convening the general assembly meeting.



14. Reference that the attendees right to vote on the items of the assembly's agenda ends upon the end of screening the votes by the Screening Committee.
15. If the agenda includes voting on the company's buy-back of its shares, the following must be determined; the maximum limit of the number of shares to be purchased and the purposes of the purchase, the method of financing the purchase, the number of stages of the purchase, the maximum time period during which the company may keep the treasury stocks without selling them or allocating them to the employee shares program.
16. Reference that in case of any enquiries, contact the Investors Relations department (Phone Number/Email).

(2) In the Event Where the Agenda Includes an Item for Changing the Company's Capital

a) After Obtaining the Official Authorities' Approval, the Announcement Title Must be as Follows:

“..... Company calls its shareholders to attend the Extraordinary General Assembly meeting which include the increase/reduction of the company's capital (First/Second/Third meeting).

b) The announcement Must at Least Contain the Following Elements in Addition to the Elements Mentioned in (1\b):

1. The company's capital before and after the change (in case of increase of capital by bonus shares or reduction of capital).
2. The percentage of change in the capital before and after the change (in case of increase of capital by bonus share or reduction of capital).
3. Number of shares before and after the capital alternation (in case of increase of capital by bonus share or reduction of capital).
4. Reasons and methods of changing the capital.
5. Increase/reduction rate for each share (in case of increase of capital by bonus share or reduction of capital).
6. In case of capital increase, the eligibility date must be determined.
7. In case of capital reduction, the effective date of the reduction must be determined.
8. In case of capital increase by means of offering rights issue, the total offer price must be clarified.
9. In case of capital alternation for the purpose of merger or acquisition of the shares of other company, all related details and the effective date of the capital increase must be disclosed.
10. In case the capital alternation is for the purpose of acquisition, and the acquisition process, which included related parties, a clarification must be made that the votes of the related parties will not be included when voting on the decisions of the acquisition deal in the extraordinary general assembly pertaining to capital increase.

(3) The Announcement Form for Announcing the General Assembly's Results (Ordinary or Extraordinary)

a) The Announcement Title Must be as Follows:



“..... Company announces the results of the (Ordinary or Extraordinary) General Assembly meeting (First/Second/Third meeting).

b) The Announcement Must at Least Contain the Following Elements:

1. Location, date and time of convening the assembly meeting.
2. Attendance percentage.
3. Names of the board members attending the assembly meeting and the names of the absent board members.
4. Names of the committees' chairmen attending the assembly meeting or their representatives from the members of each committee.
5. Voting Results on the assembly's agenda.
6. In case the assembly approves distribution of dividends (cash or shares), all details related to such dividends and their eligibility and distribution dates must be announced.
7. In case of (electing members of the Board of the Company/ appointing a representative for a legal person under the Company's Articles of Association), state the names of the (selected/appointed) members, and the start and end date of their term.
8. In case of appointing an external auditor for the company, state the auditor's name and the financial periods during which the auditor will review the company's relevant financial statements, and the agreed fees.

(4) In the Event Where the General Assembly Approves the Company's Capital Alternation

a) The Announcement Title Must be as Follows:

“..... Company announces the results of the extraordinary general assembly meeting including the approval on the company's capital increase (reduction) (First/Second/Third meeting).

b) The announcement shall state the items below in addition to the said items in (b) of Paragraph (3):

1. The company's capital before and after the change.
2. Percentage of change in the capital.
3. Number of shares before and after the change.
4. Reasons and methods of changing the capital.
5. Increase/reduction percentage for each share.
6. In case of capital increase, the eligibility date must be determined.
7. In case of capital reduction, the effective date of the reduction must be determined.
8. In case of capital increase by means of offering rights issue, the offer value for each share and its par value in addition to the number of offered shares must be clarified.
9. In case of capital alternation for the purpose of acquisition of a company/asset, all related details and the effective date of the capital increase must be clarified.

(5) Announcement Form for Non-Convening the General Assembly (Ordinary or Extraordinary)

a) The Announcement Title Must be as Follows:

“..... Company announces the non-convening of the (Ordinary or Extraordinary) General Assembly of the Company’s (first/second/ third) meeting.

b) The Announcement Must at Least Contain the Following Elements:

1. Indicate the date of the non-convened assembly.
2. The reason behind non-convening the assembly.
3. The Attendance percentage.
4. The impact of non-convening the assembly upon matters relating to the recommendations of the board of directors on profits and capital alterations or on the work of the External Auditor (where applicable).

General note on the announcements of the Ordinary and Extraordinary General Assemblies: The Ordinary General Assembly call or its results must be in a separate announcement than that of the Extraordinary General Assembly.



## A Statement of the Supporting Documents of the Shareholders' General Assembly Agenda Items.

	Item	Supporting Documents
1	Reviewing and discussing Board's report.	Review committee's report.
2	Voting on business and contracts in which the member of the board of directors has any direct or indirect interest therein.	Limited examination report, notification of the Chairman of the board of directors including a description of such transactions, name of the relevant board member, the nature of the transaction, the amount of the transaction, the period of the transaction, the conditions of the transaction.
3	Voting on the participation of a board member in a competitive activity.	A statement and description of the company in which the member practices a competing activity, including the member's role in that company.
4	Voting on the decision of the board of directors for appointing a member of the board of directors.	Resume of the appointed member according to the attached resume's form in page (48).
5	Voting on the amendment of the company's policies and regulations (e.g., The Company's Corporate Governance Regulations).	Statement of the articles before and after amendment.
6	Vote on the adoption of regulations such as corporate governance and rules for the selection of members of the Audit Committee.	Copy of such regulations.
7	Voting on the election of the board of directors from among the candidates.	Resume of the candidates according to resume form attached on page (48).
8	Voting on the amendment of an article(s) of the company's bylaws.	A copy of the article(s) before and after the amendment(s).
9	Voting on the alteration of the company's capital.	Prospectus / Shareholders Circular (as applicable).
10	Voting on the Company's purchase of its shares.	The auditor's report on the company's compliance with the requirements of financial solvency.

### Note:

The mentioned items in the above statement are not exclusive. In case where the assembly agendas include an additional item with supporting documents that are not mentioned above, such relevant supporting documents must be included in the announcement.



**Form No. (1) Resume**

a) Personal information of the Nominated Member						
Full Name						
Nationality		Date of Birth				
b) Academic Qualifications of the Nominated Member						
#	Qualification	Specialization	Date of obtaining the qualifications	The issuer of the qualification		
1						
2						
3						
4						
5						
c) Experiences of the Nominated Member						
Period		Experience				
d) Current membership in the board of directors of other joint stock companies (listed or non-listed) or any other company, regardless of its legal form or the committees deriving from it:						
#	Company name	Main activity	Membership type (executive, non-executive, independent)	Nature of the membership (in personal capacity, representative of legal person)	Membership of the committees	Legal form of the company
1						
2						
3						
4						



## Instructions for Companies' Announcements Regarding Cash Dividends

(1) Announcement Form for the Distribution of Cash Dividends to Shareholders of the Company

a) The Announcement Title Must be as Follows:

“..... Company announces the board of directors' recommendation\ decision to distribute cash dividends for (the distribution period)”.

b) The Announcement Must at Least Contain the Following Elements:

1. Date of the board's recommendation or decision.
2. The dividends period.
3. The Total amount distributed.
4. Number of shares eligible for dividends.
5. Dividend per share.
6. Percentage of Dividend to the share par value.
7. Date of eligibility, provided that the eligibility of Cash dividend shall be to Shareholders who are enrolled in the issuer's shareholders register at the Depository Center by the end of the eligibility date.
8. Date of distribution (If no specific distribution date is specified, it shall be stated that “the distribution date will be announced later”).
9. Referring that the recommendation or decision is subject to obtaining the non-refusal of other official authorities - when required by their regulations - and determining the authority's name.

(2) Announcement Form for the Non-Distribution of Cash Dividends to Shareholders of the Company.

c. The Announcement Title Must be as Follows:

“..... Company announces the board of directors' decision to not distribute dividends for (the related distribution period)”.

d. The Announcement Must at Least Contain the Following Elements:

1. Date of the board's decision.
2. The related distribution period.
3. Reason for the recommendation to not distribute dividends.



## Instructions for Companies' Announcement Regarding Contracts

### (1) Announcement Form for Awarding a Contract or Project

#### a) The Announcement Title Must be as Follows:

“..... Company announces awarding (contract/ project) with (the other party's name)”.

#### b) The Announcement Must at Least Contain the Following Elements:

1. Date of the awarding.
2. Other party's name.
3. The contract/ project value\*.
4. The estimated date of signing the contract (if any).
5. Contract/ project details.
6. In case of having related parties, their identities must be disclosed

\* The company may disclose the contract value as an approximate percentage of the company's annual revenue (provided that the difference between the actual ratio and the approximate ratio does not exceed 5%).

In case of satisfying the following conditions:

- Competitive reasons that prevent the Company from disclosing the value.
- No related party.

(Such as: If the contract or project value represents 18% of the Company's total revenue, the Company may state that the ratio exceeds 15%. “

### (2) Announcement Form for Signing a Contract or Project

#### a. The Announcement Title Must be as Follows:

“..... Company announces signing a contract with (the other party's name) for (the purpose).”

#### b. The Announcement Must at Least Contain the Following Elements:

1. Reference of the awarding announcement (if any).
2. The entity with which the contract was signed.
3. Date of signing the contract.
4. Value of the contract\*.
5. Contract details and period.
6. In case of having related parties, their identities must be disclosed.
7. Financial impact and the period in which it will be reflected.

\* The company may disclose the contract value as an approximate percentage of the company's annual revenue (provided that the difference between the actual ratio and the approximate ratio does not exceed 5%).

In case of satisfying the following conditions:

- Competitive reasons that prevent the Company from disclosing the value.
- No related party.

(Such as: If the contract or project value represents 18% of the Company's total revenue, the Company may state that the ratio exceeds 15%. “

## Instructions for Companies Announcements Regarding SAMA's (Saudi Arabian Monetary Authority) Approval on Insurance Products

Announcement Form for SAMA's Approval Regarding Insurance Products

a. The Announcement Title Must be as Follows:

“..... Company announces obtaining SAMA's (Final\Temporary) approval on the company's product\products.”

b. The Announcement Must at Least Contain the Following Elements:

1. Approval letter's issuing date from SAMA and the date of receiving it.
2. Approved products based on the letter from SAMA.
3. Approved period (for temporary approvals).



## Instructions for Companies Announcements Regarding Addendum and Corrective Announcement

### (1) Addendum Announcement Form

#### a. The Announcement Title Must be as Follows:

“Addendum announcement from ..... regarding (announcement subject)”.

#### b. The Announcement Must at Least Contain the Following Elements:

1. Date of the pervious announcement on (Tadawul)’s website preceding the development.
2. The change on the development.
3. Financial impact of the change (if any), in case of otherwise, the reason must be clarified.

#### Note:

the addendum announcement is only used if the company wishes to provide additional information not disclosed or the company did not comply with on its pervious announcement. However, in cases where the company's announcement of the latest developments regarding the material developments already announced, then the company's announcement form for previously announced developments must be used.

### (2) Corrective Announcement Form:

#### a. The Announcement Title Must be as Follows:

“A corrective announcement from ..... regarding (announcement subject)”.

#### b. The Announcement Must at Least Contain the Following Elements:

1. Date of the pervious announcement on (Tadawul)’s website preceding the development.
2. The misstatement on the previous announcement.
3. Correction for the misstatement.



## Instructions for Companies' Announcement Regarding Signing a Memorandum of Understanding

Announcement Form for signing a Memorandum of Understanding.

a. The Announcement Title Must be as Follows:

“..... Company announces signing a memorandum of understanding with (the other entity's name)”.

b. The Announcement Must at Least Contain the Following Elements:

1. Date of signing the Memorandum of Understanding.
2. The name of the entity with which the memorandum was signed
3. The Memorandum subject.
4. The Memorandum period.
5. In case of having related parties, their identities must be disclosed.
6. Financial impact (if any).



## Instructions for Companies' Announcement Regarding their Projects

### Announcement Form for Projects

a. The Announcement Title Must be as Follows:

“..... Company announces (project name)”.

b. The Announcement Must at Least Contain the Following Elements:

1. Date of board of directors' resolution regarding the project (if any).
2. Project starting date.
3. Project cost.
4. Financing method for the project.
5. Expected completion date of the project.
6. Expected financial impact of the project on the company's results.
7. The start of the expected impact of the project on the company's results.
8. Expected date of commencement of the pilot production of the project.
9. Period for the pilot production of the project.
10. The expected date of commercial production of the project.
11. The executing entity or the other party of the project.
12. In case of having related parties, their identities must be disclosed.
13. In case of inability to obtain any previous information, the announcement shall indicate that "an announcement of any development to such will be made when such information is available" with reasons.



## Instructions for Companies' Announcements for Transactions of Sale, Purchase, Mortgage or Leasing of an Asset.

Announcement Form for the Transactions of Sale, Purchase, Mortgage or Leasing of an Asset.

a. The Announcement Title Must be as Follows:

“..... Company announces the (purchasing, selling, mortgage or lease) of ..... in the amount of .....”.

b. The announcement Must at Least Contain the Following Elements (as applicable):

1. Details and cost of the transaction, with mention of its conditions, parties and financing method.
2. Date of entering into the transaction.
3. Description of activity of the asset subject of the transaction.
4. Statement of the book value of the asset in case of sale.
5. Financial statements for the last three years for the asset subject of the transaction where financial information for it is available.
6. Transaction's reasons and expected impact on the company and its operations.
7. Statement of the use of proceeds in case of sale the asset.
8. In case of having related parties, their identities must be disclosed.



## Instructions for Companies' Announcements for Obtaining Financing

(1) Announcement Form for obtaining financing.

**a. The Announcement Title Must be as Follows:**

“..... Company announces obtaining of (finance type)”.

**b. The Announcement Must at Least Contain the Following Elements:**

1. Date of obtaining the financing.
2. Financing entity.
3. Financing amount.
4. Financing duration.
5. Any guarantees offered for the financing.
6. Financing objective.
7. In case of any related parties, their identities must be disclosed

(2) Announcement Form for Defaulting on the Repayment of Financing.

**a. The Announcement Title Must be as Follows:**

“..... Company announces the default on the payment of the finance provided by (financing entity)”.

**b. The Announcement Must at Least Contain the Following Elements:**

1. Date of obtaining the funding and its due date.
2. Financing entity.
3. Financed amount.
4. Reasons for defaulting the payment.
5. Company's plan to address the default.
6. Impacts, costs and risks on the company in the event of non-payment on time or in case of disagreement with the financing entity to postpone repayment.

(3) Announcement Form for Rescheduling the Financing.

**a. The Announcement Title Must be as Follows:**

“..... Company announces rescheduling of (Finance type) provided by (Financing entity)”.

**b. The Announcement Must at Least Contain the Following Elements:**

1. Date of signing the rescheduling of finance.
2. Financing entity.
3. Reasons for rescheduling the Finance.
4. The Financing amount and rescheduled part.
5. The Financing duration before and after the rescheduling.
6. Guarantees offered for the rescheduled Financing.
7. In case of any related parties, must disclose their identities.



## Instructions for Companies' Announcements Related to Debt Instruments

### (1) Announcement Form for the Determination to Issue Debt Instruments

#### a) The Announcement Title Must be as Follows:

“..... Company announces its determination to issue (sukuk\ bonds)”.

#### b) The Announcement Must at Least Contain the Following Elements:

1. Date of the board of directors' decision.
2. Value of the offer.
3. The purpose of the offer.
4. Indicate the necessity for obtaining the approval of the regulatory authorities.

### (2) Announcement Form for Beginning the Offer of Debt Instruments

#### a) The Announcement Title Must be as Follows:

“..... Company announces beginning of offering (sukuk\ bonds)”.

#### b) The Announcement Must at Least Contain the Following Elements:

1. Value of the offer.
2. Starting and ending dates of the offer.
3. Determine the targeted class of the issuance.
4. Name of the issuance manager.
5. Minimum Subscription (if any).
6. Offer price (sukuk\ bond) and the par value.
7. Return of (sukuk \ bond).
8. Maturity of (sukuk \ bond).
9. Terms of redemption (if any).

### (3) Announcement Form for Completing the Offer of Debt Instruments

#### a) The Announcement Title Must be as Follows:

“..... Company announces the end of the debts instruments offer (sukuk\ bonds)”.

#### b) The Announcement Must at Least Contain the Following Elements:

1. Value of the offer.
2. Total number of (sukuk\ bonds).



3. Par value (sukuk \ bond).
4. Return of (sukuk \ bond).
5. Maturity of (sukuk \ bond).
6. Terms of redemption (if any).

#### (4) Announcement Form for the Redemption of Issued Debts Instruments

##### a. The Announcement Title Must be as Follows:

“..... Company announces its determination to redeem the issued (sukuk\bonds)”.

##### b. The Announcement Must at Least Contain the Following Elements:

1. Value of the redeemed (sukuk\ bonds) and its percentage of the total issuance.
2. The total number of the redeemed (sukuk\bonds).
3. Date of Issuance.
4. End of trading date.
5. The par value of the redeemed sukuk.
6. The total issuance value after the redemption.
7. Date of depositing the amounts of (sukuk\bonds) holders' account.
8. Name of the responsible entity for the deposit and its contact method.



## Instructions for Companies' Announcements Regarding the Company's Shares Buy-Back and Sale.

### Note:

The controls over the Company's Shares Buy-Back and sale stipulated in Chapter 6 of the Implementing Regulations of the Companies Law Relating to Listed Joint Stock Company must be complied with.

#### (1) Announcement Form for the Company's Determination to Buy-Back Its Shares.

##### a) The Announcement Title Must be as Follows:

“..... Company announces the Board recommendations to buy-back its shares.

##### b) The Announcement Must at Least Contain the Following Elements:

1. Board of directors' recommendation date.
2. Purpose of the purchase.
3. If the purpose of the buy-back is to maintain them as treasury shares, it must clarify such purpose.
4. Number of shares to be bought-back and their class.
5. Financing method of the purchase.
6. The percentage of the treasury shares currently with the company in relation to the total share of the same class that the company buys-back (if any).
7. Indicate the necessity of obtaining the Extraordinary General Assembly's approval on the shares buy-back transaction.
8. Indicate the company's fulfillment of financial solvency requirements contained in paragraph (3) of Article (17) of Implementing Regulations issued pursuant to the Companies Law, and attach a report by the external auditor of the company.
9. Indicate that the shares that the company buys-back shall not have voting rights in the shareholders' assemblies.

#### (2) Announcement Form for the Company's Determination to Sell Its Shares

##### a) The Announcement Title Must be as Follows:

“..... Company announces the company determination to sell its shares”.

##### b) The Announcement Must at Least Contain the Following Elements:

1. Board of directors' approval date.
2. Number of the shares to be sold and their percentage from the company's treasury shares.

### 3. The purpose of the sale.



## Instructions for Companies' Announcements Regarding the Company Pledge of Its Shares.

### Note:

Must comply with the rules for company's pledge of its shares stipulated in Chapter 7 of the Implementing Regulation of the Companies Law Relating to Listed Joint Stock Company.

(1) Announcement Form Relating to the Company's Determination to Pledge Its Shares.

a) The Announcement Title Must be as Follows:

"..... Company announces the Board recommendations to pledge its shares".

b) The Announcement Must at Least Contain the Following Elements:

1. Board of directors' recommendation date.
2. The reasons for the pledge and its financial or commercial fees.
3. The number of pledged shares.
4. The date and period for the pledge.
5. The shares pledgee.
6. Indicate that the pledgee creditor may not attend or vote on the general shareholders' assemblies.
7. Indicate whether if the pledgee creditor may receive profits and use the rights related to the share.
8. Indicate if there are any related parties.
9. Indicate that the Ordinary General Assembly's approval on the company's pledge of its shares must be obtained.

(2) Announcement Form for the Company's Release of Its Pledged Shares

a) The Announcement Title Must be as Follows:

"..... Company announces the release of its pledged shares".

b) The Announcement Must at Least Contain the Following Elements:

1. Date of releasing the pledged shares.
2. Numbers of pledged shares.
3. The source of the financing used to release the pledged shares.
4. Reasons for pledge expiration.



## Instructions for Companies' Announcement Regarding Lawsuits.

Announcement Form for lawsuits.

a) The Announcement Title Must be as Follows:

“..... Company announces (the lawsuit type and the other party name in such lawsuits) ”.

b) The Announcement Must at Least Contain the Following Elements:

1. The other party of such lawsuit, with a statement of who filed the suit.
2. The lawsuit type, place and the competent judicial entity's name.
3. Date of lawsuit.
4. A brief of the lawsuit including an explanation of it, and the reasons for filing it.
5. The expected financial impact, including the claimed amount and any other fees or burdens.
6. Clarification of any consequences or significant legal, regulatory or operational risks that may result from the lawsuit with stating the impact of such consequences on the company's financial, legal and operational position.
7. The taken procedures, including the estimate of liability that the Company may incur as a result of the lawsuit.

## Instructions for Companies' Announcement of Previously Announced Developments

### Announcement Form for Previously Announced Developments

a) **The Announcement Title Must be as Follows:**

“..... Company announces the latest developments on (previously announced event)”.

b) **The Announcement Must at Least Contain the Following Elements:**

1. The previously announced event.
2. Date of the previous announcement.
3. Latest developments of the announced event.
4. Reasons for the delay on the date of the event previously announced (if any).
5. The costs associated with the event, and if they have changed or not with indication of the reasons.
6. Delay consequences (if any) on the Company's financial results.



## Instructions for Companies' Announcements for Companies with Accumulated Losses Reaching 20% or More of Their Share Capital.

I: Companies with Accumulated Losses of 20% or More and Less Than 35% of their Share Capital.

(1) Announcement Form for Accumulated Losses Reaching 20% or More and Less Than 35% of Share Capital.

a) The Announcement Title Must be as Follows:

“..... Company announces its accumulated losses reaching ...% of its capital.”

b) The Announcement Must at Least Contain the Following Elements:

1. Date of reaching the losses.
2. Accumulated losses amount.
3. Accumulated losses percentage of the capital.
4. The main reasons that led to such losses.
5. Indicate that it will apply the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital.
6. Reference to any other laws or instructions (if any) that regulate such case that shall be applied.

### Note:

In accordance with the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital, in case that the announcement of the company's accumulated losses happens together with the announcement of the interim or annual financial results, the Company shall be exempted from disclosure in a separate announcement of the Company's accumulated losses if it is included in the announcement of the interim or annual financial results.

(2) Announcement Form for the Reduction of the Accumulated Losses Below 20% of Share Capital

a) The Announcement Title Must be as Follows:

“..... Company announces the reduction in its accumulated losses to reach ... % of its capital.”

b) The Announcement Must at Least Contain the Following Elements:

1. Date of the losses' reduction.

2. Accumulated losses amount.
3. Accumulated losses percentage of the capital.
4. The procedure taken by the company to reduce its accumulated losses.
5. The external auditor's report clarifying the financial position of the company after the reduction in its accumulated losses (attached).

## II: Companies with Accumulated Losses Reaching 35% or More and Less Than 50% of Share Capital

### (3) Announcement Form for Accumulated Losses Reaching 35% or More and Less Than 50% of Share Capital.

#### a) The Announcement Title Must be as Follows:

“..... Company announces that its accumulated losses reaching ...% of its capital.”

#### b) The Announcement Must at Least Contain the Following Elements:

1. Date of reaching the losses.
2. Accumulated losses amount.
3. Accumulated losses percentage of the capital.
4. The main reasons that led to such losses.
5. The procedure taken by the company regarding such accumulated losses.
6. Indicate that it will apply the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital.
7. Reference to any other laws or instructions (if any) that regulate such case and that will be applied.

#### Note:

In accordance with the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital, in case the announcement of the company's accumulated losses happens together with the announcement of the interim or annual financial results, the Company shall be exempted from disclosure in a separate announcement of the Company's accumulated losses if it is included in the announcement of the interim or annual financial results.

### (4) Announcement Form for the Reduction of the Accumulated Losses Below 35% of Share Capital.

#### a) The Announcement Title Must be as Follows:

“..... Company announces the reduction in its accumulated losses to reach ... % of its capital.”

#### b) The Announcement Must at Least Contain the Following Elements:

1. Date of losses reduction.
2. Accumulated losses amount.

3. Accumulated losses percentage of the capital.
4. The procedure taken by the company to reduce its accumulated losses.
5. The external auditor's report clarifying the financial position of the company (attached).

**Note:**

When accumulated losses of the company are reduced below 35% and not less than 20% of its capital, Article 3 of the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital shall be applied on the company. Accordingly, the Company shall commit to announce its accumulated losses of over 20% or more and less than 35% of its capital, in addition to announcing the reduction of the accumulated losses below 35% of share capital.

**III: Companies with Accumulated Losses Reaching 50% or More of Share Capital.**

**(5) Announcement Form for Accumulated Losses Reaching 50% or More of Share Capital**

**a. The Announcement Title Must be as Follows:**

“..... Company announces its accumulated losses reaching ...% of its capital.”

**b. The Announcement Must at Least Contain the Following Elements:**

1. Date of reaching losses.
2. Date on which the board of directors of the company was informed of the losses of the company reaching...% of the capital.
3. Accumulated losses amount.
4. Accumulated losses percentage of the capital.
5. The main reasons that led to such losses.
6. Date on which the Board shall disclose its recommendations regarding the accumulated losses in accordance with Article 132 of the Companies Law.
7. Date on which the Board shall call for an extraordinary general assembly meeting in accordance with Article 132 of the Companies Law in order to consider the continuation of the Company while taking any necessary action to address the losses or resolve the Company.
8. Indicate that it will apply the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital.
9. Reference to any other laws or instructions (if any) that regulate such case and that will be applied.

**Note:**

In accordance with the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital, in case that the announcement of the company's accumulated losses happens together with the announcement of the interim or annual financial results, the Company shall be exempted from disclosure in a separate announcement of the Company's accumulated losses if it is included in the announcement of the interim or annual financial results.



(6) Announcement Form for the Reduction of the Accumulated Losses Below 50% of Share Capital.

a. The Announcement Title Must be as Follows:

“..... Company announces the reduction of its accumulated losses to reach .... % of its capital.”

b. The Announcement Must at Least Contain the Following Elements:

1. Date of losses reduction.
2. Accumulated losses amount.
3. Accumulated losses percentage of the capital.
4. The procedure taken by the company to reduce its accumulated losses.
5. The external auditor's report clarifying the financial position of the company (attached).

Note:

When accumulated losses of the company are reduced below 50% and not less than 35% of its capital, Article 4 of the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital shall be applied on the company. Accordingly, the Company shall commit to announce its accumulated losses reaching 35% or more and less than 50% of the share capital, in addition to announcing the accumulated losses reduction below 50% of its share capital.

When accumulated losses of the company are reduced below 35% and not less than 20% of its capital, Article 3 of the Procedures and Instructions Related to Listed Companies with Accumulated Losses Reaching 20% or more of their Share Capital shall be applied on the company. Accordingly, the Company shall commit to announce its accumulated losses reaching 20% or more and less than 35% of its share capital, in addition to announcing the accumulated losses reduction below 50% of its share capital.

(7) Announcement Form for the Recommendation of the Board of Directors to the Extraordinary General Assembly Regarding the Accumulated Losses of 50% or More of the Share Capital.

In case the recommendation is to dissolve the company:

A) The Announcement Title Must be as Follows:

“..... Company announces the recommendation of the board of directors to the Extraordinary General Assembly to dissolve the company, due to the accumulated losses exceeding .... % of the capital”.

c. The Announcement Must at Least Contain the Following Elements:

1. Reference to the company's announcement of reaching accumulated losses of 50% or more of its capital.
2. Date of board of directors' meeting.
3. Board of directors' recommendation.

## Instructions for Companies' Announcements regarding emergency events (such as fires, earthquakes, and pandemic illnesses) and their effects on a Company's business

Announcement Form for the impact of emergency events on the Company's business

**a.** The Announcement Title Must be as Follows:

“..... Company announces the impacts of ..... on its business”.

**b.** The Announcement Must at Least Contain the Following Elements:

1. Determining the event.
2. The reasons that led the company to be affected by this event.
3. Business affected by this event (if any).
4. Determining the anticipated financial impact with the period during which it is reflected, and if the same is not possible, the reason must be stated.
5. Procedures taken or to be taken by the Company in order to address the event's impact on its business.
6. Determining the event's anticipated period (if possible).

## Instructions for Companies' Announcements Regarding Transferring from the Parallel Market to the Main Market

Announcement Form for the Board resolution to transfer from the Parallel Market to the Main Market.

**a. The Announcement Title Must be as Follows:**

“..... Company announces the Board resolution to transfer from the Parallel Market to the Main Market”.

**b. The Announcement Must at Least Contain the Following Elements:**

1. The date of the Board resolution.
2. Indicating that the transfer is subject to market approval and depends on the fulfillment of all the requirements set by the market.
3. Indicating that any material developments regarding the event will be announced as they occur.