



Clinic name

Address · Phone · Licence no.

Clinic licensing checklist: Saudi Arabia

The usual steps to open a private clinic, in the order they are usually done.

Before you start: Requirements, their order and the bodies responsible change, and differ by city and type of clinic. This is a planning list, not legal advice: your legal adviser confirms the current list before you apply. Fees and processing times are left out on purpose.

Clinic	City	File owner			
#	Step and responsible body	Documents to prepare	Owner	Date	Done
1	Choose the activity and legal form; register the business Commercial registry	Owners’ IDs, articles of association, trade name reservation			☐
2	Secure premises suitable for a health facility Landlord and engineering office	Lease or title deed, approved floor plans			☐
3	Municipal licence for the premises and sign Municipality	Lease, plans, sign design			☐
4	Fire safety certificate Civil defence	Safety plan, alarm and extinguisher maintenance contract			☐
5	Apply for the private health facility licence Health licensing authority	Application, plans, list of services, staffing plan			☐
6	Medical director and staff: professional registration Health professions registration body	Certificates, professional classification, contracts			☐
7	Medical devices: registration or approvals Medical device regulator	Device invoices, registration certificates, manuals			☐
8	Radiation licence, if you use imaging devices Radiation regulator	Device specifications, radiation safety officer			☐
9	Medical waste disposal contract Licensed contractor	Signed contract, waste log			☐
10	Tax registration and e-invoicing Tax authority	Commercial registration, bank details, a compliant invoicing system			☐
11	Labour file and social insurance for staff Labour and social insurance bodies	Staff contracts, details, salaries			☐
12	Insurer contracts and electronic claims connection Insurers and the national health insurance platform	Licence copy, price list, doctors’ details			☐
13	Inspection visit and final licence Health licensing authority	Everything above ready on site, staff present			☐

Clinic licensing checklist: Egypt

The usual steps to open a private clinic, in the order they are usually done.

Before you start: Requirements, their order and the bodies responsible change, and differ by city and type of clinic. This is a planning list, not legal advice: your legal adviser confirms the current list before you apply. Fees and processing times are left out on purpose.

Clinic		City	File owner		
#	Step and responsible body	Documents to prepare	Owner	Date	Done
1	Choose the legal form; commercial registration if a company Commercial registry or investment authority	Owners' IDs, company contract			☐
2	Tax registration (tax card) Tax authority	ID, premises contract, commercial registration			☐
3	Secure premises suitable for a medical facility Landlord and engineering office	Registered lease or title, floor plan			☐
4	District or local authority approvals Local authority	Contract, floor plan			☐
5	Civil protection (fire safety) approval Civil protection authority	Safety plan, firefighting equipment			☐
6	Doctors' syndicate membership and practice permits Medical syndicate	Syndicate card, degrees, practice permit			☐
7	Apply for the private medical facility licence Governorate health directorate	Application, floor plan, staff and equipment list			☐
8	Radiation licence, if you use imaging devices Radiation regulator	Device specifications, radiation safety officer			☐
9	Medical waste disposal contract Licensed contractor	Signed contract, waste log			☐
10	Social insurance for staff Social insurance authority	Employment contracts, staff details			☐
11	Contracts with insurers and healthcare schemes Insurers and contracting bodies	Licence copy, price list			☐
12	Inspection visit and final licence Governorate health directorate	Everything above ready on site, staff present			☐

In Medicolize you set up branches, doctors, services and prices once, before you open: medicolize.com