

Currency : Saudi Riyal

Basic services**Mail classification system (Conv., art. 17.4; Regs., art. 17-101)**

1	Based on speed of treatment of items (Regs., art. 17-101.2):	Yes
1.1	Priority and non-priority items may weigh up to 5 kilogrammes. Whether admitted or not:	No
2	Based on contents of items:	No
2.1	Letters and small packets weighing up to 5 kilogrammes (Regs., art. 17-103.2.1). Whether admitted or not (dispatch and receipt):	No
2.2	Printed papers weighing up to 5 kilogrammes (Regs., art. 17-103.2.2). Whether admitted or not for dispatch (obligatory for receipt):	Yes
3	Classification of post items to the letters according to their size (Conv., art. 17, art. 17-102.2)	Yes

Optional supplementary services**4 Insured items (Conv., art. 18.2.1; Regs., 18-001.1)**

4.1	Whether admitted or not (dispatch and receipt):	No
4.2	Whether admitted or not (receipt only):	No
4.3	Declaration of value. Maximum sum	
4.3.1	surface routes:	SDR
4.3.2	air routes:	SDR
4.3.3	Labels. CN 06 label or two labels (CN 04 and pink "Valeur déclarée" (insured) label) used:	-
4.4	Offices participating in the service:	-
4.5	Services used:	
4.5.1	air services (IATA airline code):	
4.5.2	sea services (names of shipping companies):	
4.6	Office of exchange to which a duplicate CN 24 formal report must be sent (Regs., art.17-138.11):	
	Office Name :	
	Office Code :	
	Address :	
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2:	

5 Cash-on-delivery (COD) items (Conv., art. 18.2.2 Regs. arts. 18-002.1, 18-002.2)

5.1	Whether admitted or not (dispatch and receipt):	No
5.2	Whether admitted or not (receipt only):	No
5.3	Amount of the rate applied in addition to the postage charges applicable to COD items	
5.3.1	ordinary items:	SDR
5.3.2	registered items:	SDR

5.3.3	insured items:	SDR
5.4	Charges on COD items	
5.4.1	Levied on the sender of the item:	No
5.4.2	Levied on the addressee of the item:	No
5.4.3	Do you apply a special charge for delivering cash-on-delivery items in the destination country	No
5.4.4	If you answer yes, how much is this charge	SDR
5.4.5	Do you require cash-on-delivery items to be sealed	No
6	Express items (Conv., art. 18.2.3, 18-102)	
6.1	Whether admitted or not (dispatch and receipt):	Yes
6.2	Limited to priority items:	No
6.3	Item itself or an advice of arrival delivered by express in the case of an insured item:	-
6.4	Other information	
7	Delivery to the addressee in person (Conv., art. 18.2.4, 18-103)	
7.1	Admitted for registered and insured items (If admitted according to question 4):	Yes
7.2	Admitted <u>only</u> if registered and insured items are received with an advice of delivery :	Yes
7.3	Indication to appear on items sent to your administration :	
8	Items for delivery free of charges and fees (Conv., art. 18.2.5; Regs., art. 18-004)	
8.1	Ordinary, registered and insured items. Whether admitted or not:	Yes
8.2	Registered and insured items only. Whether admitted or not:	No
8.3	Merchandise return service	Yes
9	International business reply service (IBRS)	
9.1	International business reply service (IBRS) (Conv., art.18.3.1; Regs., art. 18-104)	No
9.2	Operated on a reciprocal basis (Regs., Conv. 18.3.1, Regs., 18-104.2.3)	No
9.3	Items weighting from 50g to 2000g on a reciprocal basis (Regs., art. 18-104.3.3)	No
9.4	If more than 50g but less than 2000g, please specify the upper weight limit	g
9.5	Items excluded from IBRS with certain contents other than the ones specified in Conv., art. 18 (Conv., art. 18; Regs., art. 18-104.3.4)	No
9.5.1	If yes, please specify:	
9.6	Open to bilaterally agreement to any further extensions of the service (Regs., art. 18-104.3.5)?	No
10	International reply coupons (Conv., art. 18.3.2; Regs., art. 18-108 and 18-106.1). Whether sold or not (Regs., art. RL 146.1):	Yes
11	Radioactive materials (Conv., art. 19.3; Regs., arts. 19.3.3)	
11.1	Whether admitted or not (dispatch and receipt):	No
11.2	Whether admitted or not (receipt only):	No
12	Requests for withdrawal from the post, alteration or correction of address (Conv., art. 5; Regs., art. 19-210.5.4)	

12.1	Whether admitted or not:	Yes
12.2	Office to which requests must be sent: (Regs., art. RL 152.3.4): Office Name : any Office of Saudi Post Office Code : any Office of Saudi Post Address : any Office of Saudi Post Phone : Fax : E-mail 1 : E-mail 2 :	
13	Exempt patient specimens (human or animal) (Conv., art.19-003.2.3;Regs., arts. 19-004)	
13.1	Whether admitted or not (dispatch and receipt):	No
13.2	Whether admitted or not (receipt only):	No
14	Category B Infectious Substances (UN 3373) (Conv., art.19-003.2.1; Regs., arts. 19-001.1.2, 19-003.2.2, 19-003.2.6)	
14.1	Whether admitted or not (dispatch and receipt):	No
14.2	Whether admitted or not (receipt only):	No
15	Literature for the blind (Regs., art. 17-107.5)	
15.1	Sound recordings sent by a blind person to any addressee. Whether admitted or not as literature for the blind:	Yes
15.2	Sound recordings sent to a blind person by any sender. Whether admitted or not as literature for the blind:	Yes
16	Combination in one item of articles on which different charges are payable (Regs., art. 15-101.4). Whether authorized or not:	No
Other information		
17	Small packets exceeding 500 g (Conv., art. 15; Regs., art. 15-102.1). Delivery charge on domestic items applicable to international items:	SDR
18	Registered items. Liability (Conv., art. 22.2)	
18.1	Whether accepted or non in cases of <i>force majeure</i> (Regs., art. 22-001.2):	No
18.2	Equivalent of the 30 SDR indemnity per item (Regs., art. 22-001.2.1.1):	
18.3	Equivalent of the indemnity for each M bag – maximum 150 SDR (Regs., art. 22-001.2.1.1):	
19	Insured items. Liability (Conv., art. 18.2)	
19.1	Whether accepted or not in cases of <i>force majeure</i> (Regs., art. 22-001.2):	No
19.2	Whether admitted or not on board ships and aircraft used by the administrations (Regs., art. 25-004.4):	No
20	« This section is no longer valid »	

21	Registered items in closed envelopes containing the articles mentioned in article (Conv., art.19.6). Whether admitted or not:	No
22	Methods of denoting prepayment (Regs., arts. 06-001)	
22.1	Prepayment of postage indicated by means of impressions made by a printing press or other printing or stamping process. Whether admitted or not:	Yes
22.2	Indication used to denote prepayment:	
22.3	Can prepayment be denoted by an indication that full postage has been prepaid, for example: "Taxe perçue" (Postage paid)? Whether admitted or not:	Yes
22.4	If so, indicate the indication(s) adopted:	
23	Suspected fraudulent use of postage stamps, etc. (Regs., art. 06-004)	
23.1	Is the prescribed procedure permitted by internal legislation:	Yes
23.2	Office to which advices on suspected fraudulent use must be sent: Office Name : Office Code : Address : Phone : Fax : E-mail 1 : E-mail 2:	
24	Registered items (Regs., arts. 17-121 and 18-101)	
24.1	Replacement of the prescribed CN 04 label by a framed label on which only the letter "R" has been printed:	Yes
24.2	Replacement by a stamp impression or strip:	Yes
24.3	CN 33 special lists. Whether always required or not:	Yes
24.4	Bulk entry. Whether accepted or not:	Yes
24.5	Bulk entry in all cases:	No
24.6	Bulk entry only within the framework of a bilateral agreement:	No
25	Procedures for delivering registered and insured items (Regs., arts. 18-001, 18-101)	
25.1	Handed over against the signature of the addressee or of a duly authorized agent	
25.1.1	Registered items:	Yes
25.1.2	« This section is no longer valid »	
25.1.3	Insured items:	No
25.2	Whether handed over against the signature of a <i>de facto</i> agent (member of the addressee's family, hotel porter, janitor, etc.)	
25.2.1	Registered items:	Yes
25.2.2	« This section is no longer valid »	
25.2.3	Insured items:	No
25.3	Number of attempted deliveries for registered and insured items	
25.3.1	Registered items	3
25.3.2	« This section is no longer valid »	

25.3.3	Insured items	
25.4	Retention period for registered and insured items once a card has been left after several failed delivery attempts	
25.4.1	Registered items	30 Day(s) - Month (s)
25.4.2	« This section is no longer valid »	
25.4.3	Insured items	- Day(s) - Month (s)
26	« This section is no longer valid »	
27	Advice of delivery (CN 07 form) (Regs., art. 18-003)	
27.1	Whether signed by the addressee (or his representative):	Yes
27.2	Whether signed by the official of the office of destination:	Yes
28	Letter-post items retained or addressed poste restante (Regs., art. 19-104.5.3). Period of retention:	30 Day(s) - Month (s)
29	Inquiries (Regs., art. 21-001 and art. 21-002.1.5). Offices to which inquiries must be sent regarding (CN 08 form) (Regs., art. RL 154.2.5):	
29.1	Ordinary items: Office Name : Jeddah Sorting Center Office Code : SAJEDA Address : P.O. Box 23444 JEDDAH 21426 ARABIE SAOUDITE Phone : 966126279272 Fax : 966126279272 E-mail 1 : cn08@sp.com.sa E-mail 2 :	
29.2	Registered items or insured items: Office Name : _____ Address : Phone : Fax : E-mail 1 : E-mail 2 :	See 29.1
29.3	Cash-on-delivery (COD) items: Office Name : Office Code : Address : Phone : Fax : E-mail 1 : E-mail 2 :	

29.4	Electronic CN 08 form (Regs., art. 21-002) Whether admitted or not:	Yes
30	Items subject to customs control (Regs., art. 20-001)	
30.1	Number of CN 23 customs declarations needed when the contents exceed 300 SDR in value:	1
30.2	Languages in which the CN 22 label and CN 23 customs declarations may be filled in:	Arabic and English
30.3	M bags (Regs., art. 20-001.2.9)	
30.3.1	Whether the address label of special bags of printed papers requires a CN 22 label:	
30.3.1.1	in all cases (whether items have to be submitted to customs control or not):	Yes
30.3.1.2	only when items have to be submitted to customs control:	No
30.3.2	Any CN 23 customs declaration required, as well as any other accompanying papers, should be attached:	
30.3.2.1	to the outside of the bag:	No
30.3.2.2	to one of the items contained in the bag:	Yes
31	Empty bags (Regs., art. 17-139)	
31.1	Office of exchange appointed for reception of empty bags in long-distance services:	
	Office Name : we use polypropylene bags which are disposable and therefore should not be returned to us	
	Office Code :	
	Address :	
	Phone :	
	Fax :	
	E-mail 1 :	
	E-mail 2:	
31.2	Average value in SDR of bags used by offices of exchange (Regs., art. 17-139 and 17-144.9):	SDR
32	A list of contact e-mail addresses for accounting and verification notes is temporarily being maintained and published outside the compendia; please refer to International Bureau circular 75/2020. The UPU contact person for any updates to this list is jean-marc.coeffic@upu.int.	
	CN 54, CN 54bis, CN 54ter, CN 56, CN 56bis, CN 57, CN 58, CN 61, CN 62, CN 62bis, CN 63, CN 64	
	Office Name : International Accounts and Credit Sale	
	Address : P.O. Box 2523 Riyadh 11461 Saudi Arabia	
	Phone : 96611289 8259	
	Fax : 966114010089	
	E-mail 1 : aghamdi@sp.com.sa	
	E-mail 2: maahmary@sp.com.sa	
33	Office(s) of exchange responsible for handling letter post (Regs., art. 17-114.4)	

Office Name : Riyadh sorting Center
 Office Code : SARUHA
 Address : 8228 King Abdulaziz Rd. Alaml Dist.
 Riyadh 12643-2121
 Saudi Arabia
 Phone : 966112897171
 Fax :
 E-mail 1 : assaleem@sp.com.sa
 E-mail 2: mjamal@sp.com.sa

33 Office(s) of exchange responsible for handling letter post (Regs., art. 17-114.4)

Office Name : Jeddah Sorting Center
 Office Code : SAJEDA
 Address : 6671 Baashin St. Albalad
 Jeddah 22233-2672
 Saudi Arabia
 Phone : 966126279200
 Fax :
 E-mail 1 : maalmalki@sp.com.sa
 E-mail 2: mjamal@sp.com.sa

33 Office(s) of exchange responsible for handling letter post (Regs., art. 17-114.4)

Office Name : Dammam Sorting Center
 Office Code : SADMMMA
 Address : 7781 9th Alameer Mohammad bin Saud
 Dammam 32241-4646
 Saudi Arabia
 Phone : 966138259335
 Fax :
 E-mail 1 : kawid@sp.com.sa
 E-mail 2: mjamal@sp.com.sa

Mails conveyed by sea

34 Surface letter-post mails

34.1 Name of port(s) of arrival:

34.2 Name and address of the exchange office of destination to which advance CN 37 delivery bills should be sent:

Office Name :
 Office Code :
 Address :
 Phone :
 Fax :
 E-mail 1 :
 E-mail 2:

35 Surface parcel mails (See Parcel Post Compendium)

Service to customers

36	On-line tracking provided	Yes
36.1	Web site address to access information http://www.sp.com.sa/	
36.2	Languages in which track and trace information is available English Arabic	
36.3	Contact point :	
36.3.1	For partner designated operators Phone : 966112897183 Fax : E-mail : kimohamed@sp.comsa	
36.3.2	For customers Phone : 920005700 Fax : E-mail : info@sp.com.sa	

National Holidays

37.1	National holidays available on parcel post compendium https://parcel.upu.org/Published%20Documents/Parcel_Compndium_SA_SAA_EN.pdf
37.2	Parcel post compendium https://parcel.upu.org

Delivery standards

38 See the annexes.

Other information

39	Airmail	
39.1	Are dues payable for air conveyance of airmails in transit between two airports in your country fixed in the form of a single price?	Yes
39.2	Subject to the agreement of the administrations receiving these mails at the airports of their countries, does your administration send surface mail by air with reduced priority (S.A.L.)? See also table D – Details concerning the S.A.L. service published in CN 68: http://www.upu.int/en/activites/transport/publications.html	Yes
39.3	If so, are reduced air surcharges collected for S.A.L. mail?	No
39.4	As an administration of dispatch, have you opted for individual entry of each bag on the CN 38 or CN 41 delivery bill?	Yes
39.5	Subject to prior agreement, do you authorize administrations to use your airmail bags for making up mails addressed to you?	No
39.6	For bags of S.A.L. mail, is use made of CN 35 labels bearing in bold characters the words "S.A.L. surface par avion" (S.A.L. surface airlifted) instead of CN 36 labels?	Yes

Letter Post Compendium Online - Annexes

SA - Saudi Arabia

Saudi Post

SAA

Letter delivery standards - Air letter

OE Name Riyadh
 IMPC Code SARUHA
 Tel (+966)2898150
 Fax (+)
 Hours of operation Sunday, Monday, Tuesday, Wednesday and Thursday 6:30 AM to 21:00 PM, Saturday (when necessary) 6:30 to 12:00, Friday (closed).

From the airport of destination to the addressee

Arrival at the airport		Days of delivery by zone		
Day	Time	Zone 1	Zone 2	Zone 3
Monday	00:00 - 11:30	Sunday	Tuesday	Wednesday
Monday	11:31 - 23:59	Sunday	Tuesday	Wednesday
Tuesday	00:00 - 11:30	Monday	Wednesday	Thursday
Tuesday	11:31 - 23:59	Monday	Wednesday	Thursday
Wednesday	00:00 - 11:30	Tuesday	Thursday	Sunday
Wednesday	11:31 - 23:59	Tuesday	Thursday	Sunday
Friday	00:00 - 23:59	Wednesday	Sunday	Monday
Saturday	00:00 - 23:59	Wednesday	Sunday	Monday
Sunday	00:00 - 11:30	Thursday	Monday	Tuesday
Sunday	11:31 - 23:59	Thursday	Monday	Tuesday

Definition of zones

Zone 1:

Postcodes	Cities
12211, 12212, 12213, 12214, 12215, 12216, 12221, 12222, 12223, 12231, 12232, 12233, 12234, 12241, 12242, 12243, 12244, 12245, 12251, 12252, 12253, 12254, 12261, 12262, 12263, 12264, 12271, 12272, 12273, 12274, 12281, 12282, 12283, 12284, 12311, 12312, 12313, 12314, 12321, 12322, 12323, 12324, 12325, 12326, 12327, 12328, 12329, 12331, 12332, 12333, 12334, 12341, 12342, 12343, 12344, 12351, 12352, 12353, 12354, 12355, 12356, 12361, 12362, 12363, 12364, 12371, 12372, 12373, 12381, 12382, 12383, 12384, 12385, 12391, 12392, 12393, 12394, 12395, 12411, 12421, 12422, 12423, 12424, 12425, 12426, 12431, 12432, 12433, 12434, 12435, 12441, 12442, 12443, 12444, 12445, 12451, 12461, 12462, 12463, 12464, 12465, 12466, 12467, 12468, 12471, 12472, 12473, 12474, 12475, 12476, 12477, 12478, 12481, 12482, 12483, 12484, 12485, 12486, 12487, 12488, 12511, 12512, 12513, 12514, 12521, 12522, 12523, 12531, 12532, 12533, 12534, 12541, 12542, 12543, 12544, 12545, 12546, 12547, 12551, 12552, 12553, 12554, 12555, 12556, 12561, 12562, 12563, 12564, 12565, 12571, 12572, 12573, 12574, 12575, 12576, 12581, 12582, 12583, 12584, 12585, 12586, 12587, 12588, 12591, 12594, 12595, 12611, 12612, 12613, 12621, 12622, 12623, 12624, 12625, 12626, 12627, 12628, 12629, 12631, 12632, 12633, 12634, 12641, 12642, 12643, 12644, 12645, 12646, 12651, 12652, 12653, 12654, 12655, 12656, 12661, 12662, 12663, 12664, 12665, 12671, 12672, 12673, 12674, 12675, 12681, 12682, 12683, 12684, 12685, 12691, 12692, 12693, 12694, 12711, 12712, 12713, 12714, 12721, 12722, 12723, 12724, 12725, 12726, 12731, 12732, 12733, 12734, 12735, 12736, 12737, 12741, 12742, 12743, 12744, 12745, 12746, 12747, 12748, 12751, 12752, 12753, 12754, 12755, 12756, 12761, 12762, 12763, 12764,	Riyadh

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Arrival at office of exchange:

Customs clearance times: one hour after pay the tax

Items subject to customs duty:

Items not subject to customs duty:

Comments:

Letter Post Compendium Online - Annexes

SA - Saudi Arabia

Saudi Post

SAA

Letter delivery standards - Surface letter

OE Name	Riyadh
IMPC Code	SARUHA
Tel	(+966)2898150
Fax	(+)
Hours of operation	Sunday, Monday, Tuesday, Wednesday and Thursday 6:30 AM to 21:00 PM, Saturday (when necessary) 6:30 to 12:00, Friday (closed).

From the airport/port/office of exchange of destination to the addressee

Arrival at the airport		Days of delivery by zone		
Day	Time	Zone 1	Zone 2	Zone 3
Monday	00:00 - 23:59	Sunday	Tuesday	Wednesday
Tuesday	00:00 - 23:59	Monday	Wednesday	Thursday
Wednesday	00:00 - 23:59	Tuesday	Thursday	Sunday
Thursday	00:00 - 23:59	Wednesday	Sunday	Monday
Friday	00:00 - 23:59	Thursday	Monday	Tuesday
Saturday	00:00 - 23:59	Sunday	Tuesday	Wednesday
Sunday	00:00 - 23:59	Sunday	Tuesday	Wednesday

Definition of zones

Zone 1:

Postcodes	Cities
12211, 12212, 12213, 12214, 12215, 12216, 12221, 12222, 12223, 12231, 12232, 12233, 12234, 12241, 12242, 12243, 12244, 12245, 12251, 12252, 12253, 12254, 12261, 12262, 12263, 12264, 12271, 12272, 12273, 12274, 12281, 12282, 12283, 12284, 12311, 12312, 12313, 12314, 12321, 12322, 12323, 12324, 12325, 12326, 12327, 12328, 12329, 12331, 12332, 12333, 12334, 12341, 12342, 12343, 12344, 12351, 12352, 12353, 12354, 12355, 12356, 12361, 12362, 12363, 12364, 12371, 12372, 12373, 12381, 12382, 12383, 12384, 12385, 12391, 12392, 12393, 12394, 12395, 12411, 12421, 12422, 12423, 12424, 12425, 12426, 12431, 12432, 12433, 12434, 12435, 12441, 12442, 12443, 12444, 12445, 12451, 12461, 12462, 12463, 12464, 12465, 12466, 12467, 12468, 12471, 12472, 12473, 12474, 12475, 12476, 12477, 12478, 12481, 12482, 12483, 12484, 12485, 12486, 12487, 12488, 12511, 12512, 12513, 12514, 12521, 12522, 12523, 12531, 12532, 12533, 12534, 12541, 12542, 12543, 12544, 12545, 12546, 12547, 12551, 12552, 12553, 12554, 12555, 12556, 12561, 12562, 12563, 12564, 12565, 12571, 12572, 12573, 12574, 12575, 12576, 12581, 12582, 12583, 12584, 12585, 12586, 12587, 12588, 12591, 12594, 12595, 12611, 12612, 12613, 12621, 12622, 12623, 12624, 12625, 12626, 12627, 12628, 12629, 12631, 12632, 12633, 12634, 12641, 12642, 12643, 12644, 12645, 12646, 12651, 12652, 12653, 12654, 12655, 12656, 12661, 12662, 12663, 12664, 12665, 12671, 12672, 12673, 12674, 12675, 12681, 12682, 12683, 12684, 12685, 12691, 12692, 12693, 12694, 12711, 12712, 12713, 12714, 12721, 12722, 12723, 12724, 12725, 12726, 12731, 12732, 12733, 12734, 12735, 12736, 12737, 12741, 12742, 12743, 12744, 12745, 12746, 12747, 12748, 12751, 12752,	Riyadh

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Arrival at office of exchange:

Customs clearance times: one hour after pay the tax

Items subject to customs duty:

Items not subject to customs duty:

Comments: