

**Minister's Office**  
**Ministerial decision**

The Minister of Human Resources and Social Development,  
Based upon the powers legally delegated to him.

And upon what is set forth in Article (13) of the regulatory regulations for Family Counselling Centers issued with Council of Ministers' Decision No. (409) dated 27/12/1433 H, crowned with the Royal Approval reported with Royal Council Telegram No. (427) dated 3/1/1434 H.

And based upon what is presented by Social Development Vice Minister, he decides as follows:

1. Approve the implementing rules for the regulatory regulations of Family Counselling Centers updated with the draft enclosed to this decision.
2. These rules shall come into force as of date of its issuance and publish on the website.
3. This decision shall inform to whoever required implementing it.

Minister of Human Resources and Social Development  
Eng. Ahmad bin Sulaiman Alrajhi

# Implementing Rules For the Regulatory Regulations of Family Counselling Centers 1441 H. – 2020

## Chapter (1) Definitions and Objectives

### Article (1):

The following terms and phrases – wherever mentioned herein – shall have the meanings stated before each of them, unless the context requires otherwise:

**Ministry:** Ministry of Human Resources and Social Development.

**Minister:** Minister of Human Resources and Social Development.

**Center:** national family counselling center.

**Concerned authority:** any government agency – other than the Ministry – which a permit shall be issued therefrom for the purpose of completing the license procedures.

**Regulation:** regulatory regulations for national family counselling centers.

**Rules:** implementing rules for the regulatory regulations of national family counselling centers.

**Counselor:** the person who provides the services of family counselling.

**Natural person:** means the individuals who are willing to open a national family counselling center.

**Legal entity:** means private sector and non-profit sector.

**Family counselling:** it is the process of helping family member – individually or as a group – in understanding the family life and its responsibilities in order to achieve stability, family compatibility and solving family problems.

### Article (2):

These rules aim at regulating the operation of national family counselling centers and activating its roles in society and enabling it to provide psychological and social counselling services with specialized scientific approach, which contributes in family and social stability for the beneficiary, in addition to achieving family and social development in society.

## (Chapter 2)

### Licensing the Center and Its Procedures

#### Article (3):

The following requirements must be available in the license applicant:

1. if the license applicant was a natural person – whether a male or a female – the following is required:
  - He shall be a holder of Saudi nationality.
  - The applicant shall not be less than (18) eighteen years old.
  - He shall not be a government employee.
  - He must not be dismissed from government services as a disciplinary act, unless three years have passed on the incident.
  - No final judgment was issued against him in a dishonorable crime, unless he was exonerated.
  - He shall not be a holder of a license for a previous center that was closed, unless at least three years have passed on that.
2. If the license applicant was a legal entity, the following is required:
  - A representative shall be appointed for the legal entity to submit the application.
  - The legal entity shall be Saudi or a foreigner holder of an investment license in the Kingdom of Saudi Arabia in accordance with Foreign Investment Law.
  - Adding the activity of family counselling services to the license of the legal entity or issuing an independent Commercial Register with the activity.
  - Separating the center management from the management of the legal entity in the event of multiple activities.
  - The legal entity shall not be a holder of a license of a previous center that closed due to a violation, unless three years have passed on the violation.
  - The remaining period from the duration specified for the legal entity in the investment license in accordance with its approved

law shall not be less than the license period and the Ministry or its representative may make an exception for that.

**Article (4):**

The license application shall submit via the website electronically and it shall be accompanied with the following:

1. If the license applicant was a natural person, the application must include the following:
  - National ID for the applicant.
  - Scientific qualification.
  - Official certificate to prove the profession (Civil Status).
  - Police clearance certificate.
  - National address
  - Contact information, including email, telephone and cellphone.
2. if the license applicant was a legal entity, the submitted application must include the following:
  - Investment license for legal entities in case it was a foreign entity.
  - Commercial register and license or what is proofing its legal status in accordance with the law and it shall be valid.
  - Social insurances certificate.
  - Certificate of General Authority for Zakat and Income Tax
  - It shall determine its regal representative to complete the license procedures, in addition to submitting the authorization.
  - National ID of the legal entity representative.
  - National address.
  - Contact information, including email, telephone and cellphone.

**Article (5):**

After submitting the license application, the Ministry takes the following procedures:

- A. Studying the application and make sure that the initial terms and requirements referred in Article (3 and 4) are available.

- B.** Inspecting the proposed premises for the center in order to ensure its appropriateness and extent for need thereto, so the applicant would grantee an initial approval on the building valid for the period of (one hundred and eighty) days.
- C.** Issuing – based upon the initial approval – letters to the authorities concerned, so the applicant would submit bring the following:
  - 1.** A certificate from the municipality states that building safety in terms of construction and appropriate to practice the activity therein.
  - 2.** A certificate from Civil Defense states the availability of requires safety means.
- D.** In case the applicant fulfilled all procedures necessary to operate the center, the license shall be granted by the Ministry.

**Article (6):**

In case the initial period stated in article (5) paragraph (B) expired without fulfilling what is required, it shall be terminated and deem it as it never was. While taking into account that the termination of the initial period due to expiry of the period set thereto under paragraph (B) of article (5) hereof does not prevent from renewing the application and restudying it after the renewal of certificates and requirements mentioned in article (5).

**Article (7):**

The center may only be opened, operated or advertised only after obtaining a license from the Ministry.

**Article (8):**

The license shall be valid for (4) years start from its issue date and renewable for a similar period, while taking into consideration all terms and requirements.

**Article (9):**

The application of license renewal shall be submitted before its expiry with a period not less than ninety days and responding to that notes made on the center and the license shall be deemed expired unless it was renewed.

**Article (10):**

The center may not be operated after the expiry of the license period, whereas the center subjects to the penalties stated in article (23).

### Chapter (3) Operating the Center

#### Article (11):

The Owner may manage the center or appoint a manager therefor, whereas they must possess the following:

1. He shall be a holder of a Saudi nationality.
2. He shall be a full time manager of the center.
3. He shall be a holder of a bachelor degree as a minimum in one of the following majors: (social service, psychology, family counselling, family treatment or psychological counselling) from universities inside or outside the Kingdom of Saudi Arabia and recognized by the Ministry of Education.
4. He shall possess experience in management of family counselling centers' affairs or a relative field whether in the private or national sector in the following manner:
  - a. Three years and more for a holder of a bachelor degree.
  - b. Two years and more for the holder a higher education diploma after the bachelor degree.
  - c. A year for holders of Masters' Degree or PHD.
5. No judgement was issued against him in a dishonorable crime, unless he was exonerated or three years at least have passed on the incident.

#### Article (12):

Whoever practices counselling work for a center must be a holder of bachelor degree as a minimum from universities inside or outside the Kingdom of Saudi Arabia and recognized by the Ministry of Education in one of the following majors: (family counselling, psychological counselling, family treatment, social counselling, social science, psychology or social service).





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## Chapter (4) Center obligations

### Article (13):

The counselling services, with which the center may deal, within the context of the individuals and family are limited to the following:

1. Social problems.
2. Behavioral and psychological disorders.
3. Educational problems.
4. Family problems.
5. Marital problems.
6. Qualification programs for couples about to get married.

### Article (14):

The center provides the services mentioned in article (13) and complies with all laws and regulations related to beneficiaries, for example without limitation (protection from harm law, child protection law, psychological care law, handicapped care law) and its affiliated executive rules. The center complies with informing the competent authorities with the cases resorting to the center and fall outside of its area of expertise.

### Article (15):

1. The center management shall prepare an internal regulation in order to regulate the work and it shall be approved from the Ministry.
2. Placing the internal regulation in a visible place in the firm and enabling the beneficiary to review it.

### Article (16):

The center shall prepare a special file for every beneficiary, which shall be confidential and may only be reviewed with the beneficiary's written consent or a request from the competent court of ministry.

**Article (17):**

The center shall – after obtaining the license – provide the staff required to operate the center and include them in Social Insurances for all (full or part time) workers.

**Article (18):**

**The center shall comply with the following:**

1. Full compliance with the licensed field not to cross it to practice other activities.
2. Complying with sharia rules and maintain good values and principles.
3. Providing the Ministry with the information and data that it might require and enable its representatives to review the center files.
4. The center sign shall include the center name, its license and the Ministry's logo.

**Article (19):**

The center may only provide its counselling services in the center headquarter or its approved branches and may only present forums, training and qualification courses and workshops after the Ministry's approval.

## Chapter (5) Violations and Penalties

### Article (20):

1. The Minister or whoever acts on his behalf constitutes a competent committee – or more according to the need – that consists of four members on the following manner:
  - a. Competent member from the Ministry.
  - b. Legal advisor from the Ministry.
  - c. Member from Family Affairs Council.
  - d. Legal advisor from the Ministry of Justice.
2. This committee shall assume the task of overseeing the violations of the regulatory regulations' provision, its implementing rules, issued decisions and recommendations for imposing penalties in accordance with what it deems appropriate.

### Article (21):

Any of the following actions shall be deemed as a violation of the regulation, its rules and decisions issued for its enforcement:

1. Breaching any of the regulation provisions, its rules and the decisions issued for its enforcement.
2. The center providing services, with which it is unlicensed.
3. Practicing the activity after the expiry of license period.
4. The center submits incorrect information.
5. Obstructing the work of the competent official from the Ministry when he does his supervisory role.
6. Changing the center address or opening branches thereto, without notifying the Ministry or supervisory authority thereby.
7. The center committing a violation against Sharia rules or public morals.

8. Disclosing one of the family secrets, which were reviewed without the order of the competent court or the Ministry.

**Article (22):**

Without prejudice to any more severe penalty stated by another law, the Ministry applies the penalties on violators after carrying out the investigation necessary in accordance with the following:

In the event of violating any of provisions of the regulations and its implementing rules, then the Ministry may take the following actions:

1. Addressing an initial warning and grant the center a period not exceeding (thirty) days to correct the violation.
2. In case the period specified in paragraph (1) expired without the center correcting the violation, the center shall be warned with (a final notice) and the center will be granted a period not exceeding (thirty) days to correct the violation.
3. In case the final period expired, without correcting the violation, the Ministry may impose any of the two following penalties:
  - a. Suspending the activity for a period not exceeding a year. In the event of suspending the activity, the ministry is entitled to take the appropriate actions, so the beneficiary would continue to receive the counselling services at other centers on the expense of the suspended center. The center shall also oblige to fulfill all financial obligation of the employees in accordance with the procedures of Labor Law.
  - b. Termination of the license.

**Article (23):**

Any person who presents family counselling services without a license shall be punished with the following:

- a. A fine not exceeding fifty thousand riyals.
- b. Closing the center and preventing from practicing the activity until it acquires the license.

**Article (24):**

1. The decision issued with the penalty referred in article (23) hereof may be objected upon before the Minister or whoever acts on his behalf within (sixty) days from the date of reporting it and that does not prevent the immediate execution of the decision.
2. A grievance may be submitted against the decision of the Minister of whoever acts on his behalf with the penalty referred in article (23) hereof before the competent administrative court within (sixty) days from the date of reporting the decision.



## Chapter (6) General Provisions

### Article (25):

1. The center owner may assign his ownership to a third party in accordance with the following rules:
2. The Ministry's approval.
3. The conditions mentioned in article (3) must be available in this person.
4. Making a financial clearance between the first owner and second owner ratified from the Ministry's branch in the region.
5. In the event of transferring the ownership, the transference date shall be specified and all rights, duties and dues between the Parties – the first and second owner – shall be associated therewith.

### Article (26):

1. if the center owner was deceased, the center ownership can be transferred to one of the heir provided he possess the conditions mentioned in article (3) hereof.
2. if the center owner was deceased and no heir possesses these conditions, the heirs shall appoint a representative for them who possesses the conditions after the agency approval and ratifying the appointment legally.
3. if the granted period (one hundred and eighty) days on the death of the center owner expired and the center was not transferred to whom the conditions apply, the Agency may submit a recommendation to the Minister with license termination.

### Article (27):

If the center owner no longer possesses one of the license conditions (except for death), he shall inform the Ministry and correct the status within a period not exceeding (thirty) days and if the period granted to the center owner expired without correction, the Agency can present the matter to the Minister or whoever acts on his behalf to consider the license termination or recommend what is appropriate.

**Article (28):**

The center may not – under any condition – be used as internal residence to employees therein and its beneficiaries.

**Article (29):**

The provisions applicable to the headquarter are also applicable to the center branch.

**Article (30):**

The licenses issued from the Ministry for national family counselling centers shall remain valid at the time of issuing these rules, whereas the center shall adjust its statuses in accordance with the provisions of these rules and decisions issued for its enforcement within (one hundred and eighty) days from its enforcement date.

**Article (31):**

These rules shall come into force as of date of its publication date.