



الأمانة العامة للجان الفصل في منازعات الأوراق المالية

General Secretariat of Committees for Resolution of Securities Disputes

Requirements of Filing a Lawsuit before the CRSD:

1. Register online through the website of the General Secretariat of the Committees for Resolution of Securities Disputes (GS-CRSD) (www.crsd.org.sa). The Username is:
 - For individuals (national ID number);
 - For Other Companies (Commercial Register),
 - For Authorized and Listed Companies (e-mail);
2. Submit a claim online through GS-CRSD system.
3. Enter the full details of the claimant and his/her representative (if any).
4. Enter the respondent full details; this information is mandatory for individuals and companies (such as: national ID number, company's Commercial Register, full name, full address). As for Authorized and Listed Companies, they should be selected from the dropdown list.
5. Submit the Statement of Claims online through the GS-CRSD system in MS Word format, and a signed copy in PDF format.
6. Upload a copy of the CMA Deposit Notice in PDF format.
7. Upload the supporting documents in PDF format.
8. If the supporting documents are in a language other than Arabic, they must be translated by an accredited translation firm and submitted with the documents in PDF format.
9. Upload a copy of the national ID card of the claimant; or a copy of the residence permit or passport of non-Saudis; or a copy of the Commercial Register.
10. In case of assigning a representative, it is necessary to comply with the conditions of legal representation (registering the claimant himself, submitting the case, assigning a representative for his case, uploading the Power of Attorney along with the signed Undertaking).
11. Fill out the Undertaking of Non-lawyers when representing others. For representatives, the Undertaking should be sent by e-mail to: info@crsd.org.sa