

Kingdom of Saudi Arabia
Council of Cooperative Health Insurance
Secretariat General

M/s Health Facility Officials

Greetings,

Reference to the letter of H.E. the President of the Saudi Post on 11/03/1437H (23/12/2015G), referred thereto the Council of Ministers Decision No. (252) on 24/07/1434H (03/06/2013G) to approve the arrangements for activating the articles on "Residency or work addresses" mentioned in the Civil Status Laws, commercial registry and residency. Moreover, the residency address prepared by the Saudi Post shall be the approved address that result in all the legal effects. Accordingly, the Ministry of Interior, the Ministry of Labor and most government entities shall obligate the entities that deal with them to register at the national address as a condition for providing their services.

Therefore, the CCHI General Secretariat calls upon all healthcare service providers, including hospitals and one-day operations centers, walk-in clinics, general or specialized clinics complexes, diagnostic centers, physiotherapy centers, analysis laboratories, pharmacies, medical supply stores, artificial limbs stores and medical eyeglasses stores working in CCHI headquarters and all its branches, to complete quickly the registration process at (the national address). Provided that the CCHI General Secretariat shall be provided with the national address within 10 working days from its date, and to be sent to the e-mail to Mr. Khaled Al-Zahrani (kalzhrani@cchi.gov.sa). You can also contact the phone number (0112021519)

The registration process at the national address takes place on the Saudi Post website www.sp.com.sa and through smartphone applications. You can get answers to your inquiries on the Saudi Post unified phone Service at (920005700)

Best Regards,