

Business Services

Add Backdate Engagement Service

Version:2.1

› **Description:**

This service allows adding the subscription period retroactively to the contributor, provided that the period required to be registered does not exceed twenty-four months from the date of submitting the application .

› **Service Requirements:**

N/A

› **Required Documents:**

1. Attach the employment contract.
2. Attach the payroll.
3. Attach medical insurance.
4. Attach attendance record.
5. Attach a document of the end of the employment relationship (in case of leaving the job)

› **Service Response Time:**

17 working days

› **Targeted Category:**

Employer/ Customer Services.

> Service Steps:

1. Click on "Start Service" and login.
2. Choose the facility.
3. Through the establishment file, click on the contributor services icon.
4. Choose a contributor registration (choose a Saudi contributor category)
5. Complete the contributor personal information.
6. Enter the subscription period data.
7. Attach the required documents.
8. Approval of the declaration and submission of the application
9. You will receive a text message contain the request ID, to follow up click [here](#)

