**Saudi Aramco Customer Portal (New Customer) Access Request**

To: Domestic Sales & Marketing Department, Saudi Aramco

This is a request to create a new user ID to access Saudi Aramco Customer Portal:

**User Data (Owner / Authorized Person):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **National ID / Iqama No** |  | **Arabic** | **Name of applicant** |
|  | **English** |
|  | **Expiry Date** |
|  | **Nationality** |  | | **Email** |
|  | **Telephone No.** |  | | **Mobile No.** |
| **E-phone sales authority**  **E-sales user - Customer Portal authority (Specific)**    **E-Sales Administrator - Customer Portal authority (Administrative)** | | | | **Services provided to the customer.** |

**Business owner information (National ID / Iqama No):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expiry Date** | **Nationality** | **National ID / Iqama No.** | **Name** | |
|  |  |  |  | **Arabic** |
|  |  |  | **English** |

We, ……………..Organization / Company, would like to inform you that the above-mentioned employee is an active employee of ours, and we hereby authorize him to access Saudi Aramco’s Domestic Sales Customer Portal using the Organization / Company’s account, and the mobile number mentioned above, to take all necessary actions on behalf of the Organization / Company.

**Chamber of Commerce Authentication**

**Stamp**

(Stamp and signature not required in case of electronic authentication)