



Kingdom of Saudi Arabia Data Collection Form

Residents of the Kingdom of Saudi Arabia holding a residency visa or employment visa are required to submit information for the purpose of meeting regulatory requirements from the Council for Cooperative Health Insurance (CCHI).

For you and all dependents residing with you in the Kingdom of Saudi Arabia, please submit this form along with all required documents indicated below to MECompliance@Cigna.com

For dependants that are NOT residing with you in the Kingdom of Saudi Arabia, please only populate the fields in the Dependant Personal Information table below; no other information is required for these individuals.

Failure to provide this information may cause issues in obtaining or renewing your resident or employment related visa and may cause a delay in your ID card distribution or your claims payment.

If you hold a Business Visa¹, Non-Resident Visa¹, Non-Work Visa (for example an Umrah Visa), please see the “definitions” section at the bottom of this document for submission requirements and instructions.

Required Employee Information

This information should match that which is indicated on your KSA visa.

Employee Name (as per Passport)		Insurance ID No. ²	
Date of Birth (MM/DD/YYYY) (as per Passport)		Nationality ³	
Local Sponsor ID No. ⁴			
IQAMA No. ⁵ (or Entry No./Bataka No./National ID No.)			
Passport No. ⁶ (that has KSA visa)		Passport Expiration (MM/DD/YYYY)	
Marital Status		Gender	
Local Contact Number ⁷	Mobile	Home	
Email address			

Required Dependant Personal Information

Dependant Name (as per Passport)	Date of Birth (MM/DD/YYYY) (as per Passport)	Gender	Marital Status	Relationship	Country of Residence	Nationality ³

*NOTE: If you have **more than six dependants**, please submit additional information via email, or submit a second form



If dependants are traveling with you and are resident in the Kingdom of Saudi Arabia, please complete this additional information for the dependants listed above

This information should match that which is indicated on their KSA visa

Dependant Name (as per Passport)	Passport No. ⁶ (that has the KSA visa)	Passport Exp. (MM/DD/YYYY)	IQAMA No. (or Entry No. / Bataka No. / National ID) ⁵	Local Contact No. ⁷

*NOTE: If you have **more than six dependants**, please submit additional information via email, or submit a second form.

Definitions:

[Click to Submit](#)

- Non-Resident visa holders:**
 - If you are in KSA on Business visa* or Visit Visa*, you are required to complete this form for you and your eligible dependants and send to MECompliance@Cigna.com
 - If you are in KSA on - an umrah visa—simply submit a copy of the passport and visa for you and your eligible dependants to MECompliance@Cigna.com. Holders of these visas are not required to complete this document.
- Insurance ID no:** This is the 9-digit number that has been assigned to you by Cigna. It can be found on your Cigna ID Card.
- Nationality:** Please mention the nationality as per the passport that has KSA visa.
- Local Sponsor ID Number:** The sponsor is the employing company for the primary member; for dependants, the sponsor number used may be the IQAMA or National ID number of the primary member. Sponsor ID number should be available with your government relations or Human Resources department. It can also be found on the work visa stamped in the passport by the Saudi Embassy. This number is 10 digits in length and starts with 7 or 1. This is mandatory for all expats (employment / residency / business* / visit visa*), Saudi Citizens and GCC nationals.
- Entry No., IQAMA No., National ID No. (Bataka):** Prior to receiving an IQAMA, employees should provide Cigna the Entry Number (for Employee and dependants) from their passport. Proof of insurance coverage is needed to obtain a residence permit. After receiving a residence permit, employees must provide Cigna their IQAMA numbers as soon as possible*. Saudi Nationals and GCC nationals need to provide their local residency number). If you have difficulty translating any documents, please submit copies or photographs along with this form.
 - Entry Number: a 10-digit number that starts with 3 or 4 and is written in Arabic on the passport.
 - IQAMA Number: a 10-digit number that starts with a 2.
 - Bataka Number: ID Number for Saudi Nationals (this is a 10-Digit number that starts with a 1).
 - National ID Number: Residence ID number for GCC nationals
- Passport number:** Provide the Passport number mentioned on your KSA visa (stamped on your passport).
- Local Contact No.:** Please provide a local KSA phone number at which you can be reached. The number format MUST BE as +966 00 0000000. For your dependents, if the contact field is not populated we will add the primary member's contact information to the dependent record.

The information listed above is based on industry interpretations of current applicable law requirements and are subject to change. We are providing this form to you for your convenience and cannot guarantee any outcomes. By completing this form, you hereby consent to the use and disclosure of your personal information, by Cigna and/or its affiliates, subsidiaries and business partners for any and all lawful purposes. Your information may also be shared with your employer in furtherance of the objective and purpose of this form.