

File the conciliation on Taradhi if the dispute is in Saudi Arabia. In Saudi Arabia, the e-service “File a new electronic conciliation request” lets a person apply through Taradhi to end a dispute by amicable settlement. The Ministry of Justice service card says the procedure is documented and officially certified by the MoJ Conciliation Center, digitally, without a visit to a justice facility. [1] This template is the wording the parties agree before they file. It does not itself certify the settlement. In the UAE, check the conciliation or amicable-settlement service of the court that has the dispute. This page does not name a centre whose text was not read. Saudi civil rules are in the Civil Transactions Law on the Ministry of Justice portal, with no article numbers here. [4] In the UAE the Civil Transactions Law is Federal Decree-Law No. 25 of 2025, in force on 1 June 2026, with no article numbers. [5][6]

🔗 **File a conciliation request:** <https://www.moj.gov.sa/ar/eServices/pages/03a8864f-8964-4407-bc40-337c69a27b12.aspx>

🔗 **Taradhi:** <https://taradhi.moj.gov.sa/>

🔗 **Civil Transactions Law (KSA):** <https://laws.moj.gov.sa/ar/legislation/PBbHmywh1XMp-Kyv3NtQLg>

Settlement and release

A settlement of a commercial or civil dispute between two parties in the GCC: the sum, a payment schedule, a release and confidentiality. It does not settle end-of-service benefits, family matters or criminal cases. Replace every [placeholder] and delete the option that doesn't apply.

1. Parties

This agreement is made on [date] between [Party A: name, ID/CR, address] and [Party B: name, ID/CR, address] (each a “Party”).

2. The dispute

A dispute arose about [neutral description: the contract, the sum, the date]. Neither party admits the other's case by signing this agreement.

3. Settlement sum and payment

[Payer] pays [Payee] [amount] on the schedule in Annex 1, in return for ending the dispute described in clause 2.

The Payee releases the Payer from this sum only to the extent it is actually paid. The balance remains due until payment is complete.

4. Default and acceleration

Option: if an instalment is more than [●] days late after written notice, the balance becomes due at once. Instalments already paid still end the part of the dispute they covered.

Delete this option if the sum is paid in one amount.

5. Release and its limits

Each party releases the other from claims arising out of the dispute described in clause 2 only, and only once payment is complete. The release does not cover: **[excluded claims]**, or [end-of-service gratuity](#) or any employment settlement. Use the [employment contract template](#) for those.

6. No admission

Signing this agreement, and any payment under it, is not an admission of liability by either party.

7. Confidentiality

The parties keep the terms confidential, except for disclosure to a lawyer or an accountant, where the law requires it, or to perform or to certify this agreement.

8. Pending claims and filing the settlement

Within **[●]** days of signature, the parties do the following, each for its own part:

- (a) Tell the court or other forum of any pending case number **[●]**, and ask to withdraw it or to record the settlement if that forum accepts the request.
- (b) In Saudi Arabia: file a conciliation request through Najiz and then Taradhi if the parties want the Conciliation Center to certify it.
- (c) Keep a signed copy for each party.

9. Governing law and forum

This agreement is governed by the laws of **[country]**. A dispute about it goes to **[the courts of ● / arbitration under ●]**.

Party A: name **[●]** · capacity **[●]** · signature **[●]** · date **[●]**

Party B: name **[●]** · capacity **[●]** · signature **[●]** · date **[●]**

Saudi Arabia notes

What the conciliation service card states. The body of the Civil Transactions Law was not readable from this network. [1][4]

Item	What the card states
Filing	The request starts on Najiz, in the conciliation package, then the electronic conciliation service, then Taradhi. [1]
Certification	The card describes an amicable settlement with official certification by the MoJ Conciliation Center, digitally, without a visit to a justice facility. [1]
Documents	The card says no documents are required to file the request. [1]
Civil law	The Civil Transactions Law is published on the Ministry of Justice portal. This template cites no article numbers. [4]

UAE notes

No article numbers. [5][6]

Item	What to do
Civil law	Federal Decree-Law No. 25 of 2025 on civil transactions, in force on 1 June 2026. No article numbers. [5]
Publication	Federal legislation is published on the UAE Legislation platform. The government portal points to where to find it. [6]
Conciliation centre	This pass did not read a named federal or local conciliation centre. Check the competent court's service before you name one in the contract.

Annex 1 – Payment schedule

One instalment or several. The amounts should add up to the sum in clause 3.

Instalment	Due date	Amount	Method
1	[date]	[amount]	[transfer / cheque / other]
2	[date]	[amount]	[●]
3	[date]	[amount]	[●]

About this template

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How we prepared this template: we drafted it from the official legislation and government platforms listed under Sources, and checked each legal statement against the official text on the review date. Where an official form or platform exists, we link to it and you should use it. Laws change; check the sources before use and have the final text reviewed by a licensed lawyer.

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Sources

- [1] Saudi Ministry of Justice, e-service “File a new electronic conciliation request” (Taradhi) <https://www.moj.gov.sa/ar/eServices/pages/03a8864f-8964-4407-bc40-337c69a27b12.aspx>
- [2] Taradhi, Ministry of Justice conciliation platform <https://taradhi.moj.gov.sa/>
- [3] Najiz, Ministry of Justice electronic-services portal <https://najiz.sa/applications/landing>
- [4] Ministry of Justice legal portal, Civil Transactions Law (Royal Decree No. M/191 of 29/11/1444H) <https://laws.moj.gov.sa/ar/legislation/PBbHmywh1XMp-Kyv3NtQLg>
- [5] UAE Legislation, Federal Decree-Law No. 25 of 2025 (Civil Transactions Law) <https://uaelegislation.gov.ae/en/legislations/4011>
- [6] UAE Government portal (u.ae), Where to find the UAE's federal laws <https://u.ae/en/information-and-services/justice-safety-and-the-law/Law/how-are-uae-laws-issued-and-how-to-find-them/where-to-find-uae-federal-laws>