



وزارة الاستثمار
Ministry of Investment

RHQ Investor Manual

February 28, 2024

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Preface

Welcome to the Kingdom of Saudi Arabia, a land of opportunity and growth.

As part of our commitment to Vision 2030, the Ministry of Investment of Saudi Arabia (MISA) in collaboration with Royal Commission of Riyadh City proudly introduces the Regional Headquarters Program (RHQ), a strategic initiative developed to transform the Kingdom into a leading global hub for business and investment. The RHQ Program is not only pivotal for the Kingdom, but it also offers unparalleled benefits for investors seeking growth across strategic sectors, and a competitive edge in regional development.

This program is a gateway to the vast potential of the MENA region and beyond, and an important part of Vision2030 aiming to accelerate Saudi Arabia's efforts to become the leading hub in the MENA region.

By choosing Saudi Arabia as the location for your regional headquarters, you gain access to a dynamic market, robust infrastructure, and a supportive business environment. The Kingdom's vision is clear - to be a leader in attracting global enterprises, fostering innovation, and driving economic growth.

This Investor Manual serves as a comprehensive guide through your RHQ program journey in the Kingdom. It details the steps, processes, benefits, and support provided by MISA. We are here to assist you, ensuring a smooth and rewarding experience as you embark on this exciting venture in Saudi Arabia. Welcome to a world of opportunities.



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Executive Summary



Roadmap to Success

RHQ Ambition



Saudi Arabia, with its dynamic economy driven by Vision 2030, is the ideal landscape for fulfilling your ambitions as a regional investor. Your investment is not just a financial venture, but an opportunity to anchor your business in a nation experiencing sweeping transformation.

Applying for RHQ License



Applying for an RHQ license under MISA's guidance streamlines the transition from planning to readiness in Saudi Arabia, positioning you to take full advantage of the unique opportunities.

Incentive Realization



The RHQ program aims to encourage and incentivize companies to locate their regional headquarters in Saudi Arabia. Incentives include human capital benefits, tax incentives, premium residency, and special end-to-end support.

RHQ Activation



Activating your RHQ in Saudi Arabia begins by reserving a trade name, advancing to commercial registration, and cementing your presence with Chamber of Commerce affiliation. The journey continues by opening labor and GOSI files, registering with the Zakat and Tax Authority, and securing a Municipality License.

Regional Expansion



Grow and thrive in your regional expansion from and within Saudi Arabia. MISA will assist your company locally, while accelerating your regional diversification and expansion.

Saudi Arabia is a Gateway to Recognizing Potential, Reaping Opportunities, and Sparking Growth.



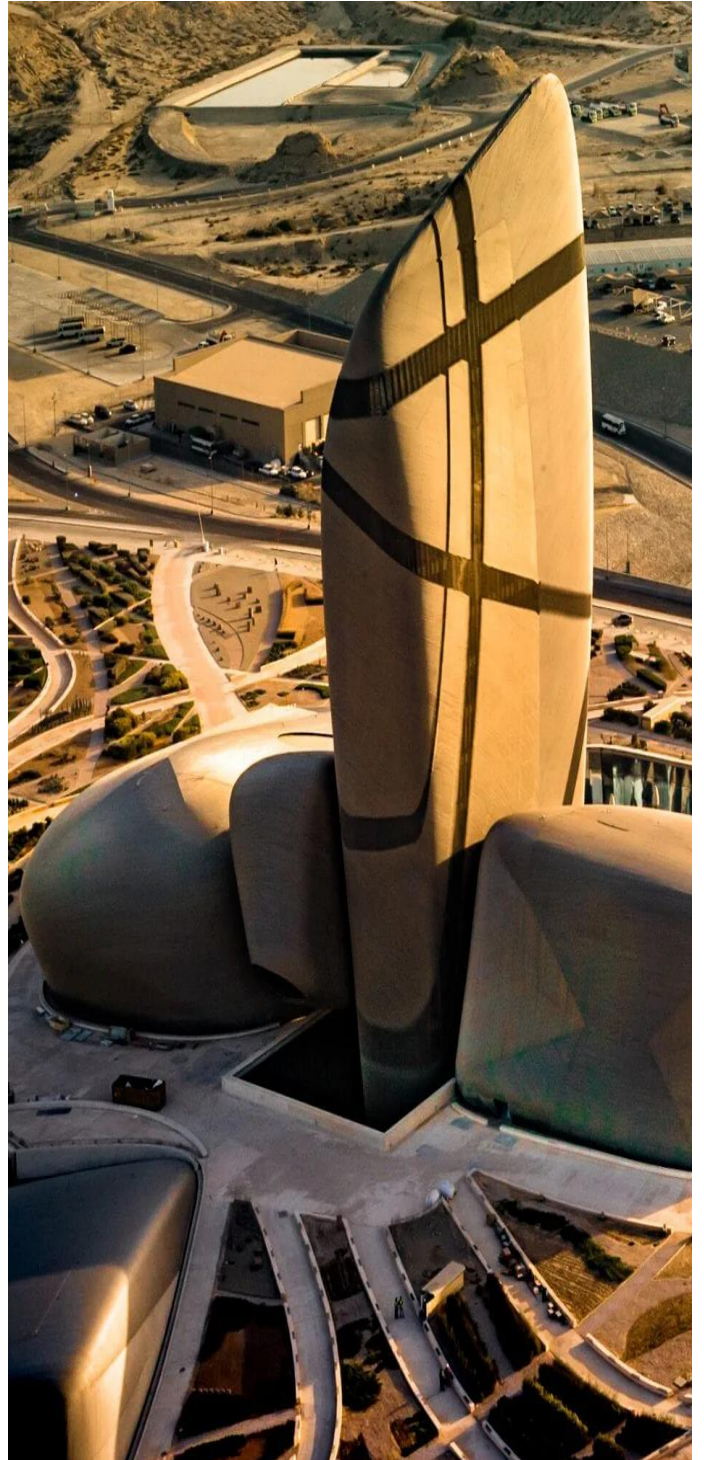
A G20 country, Saudi Arabia stands out for its strong economy and political and financial stability, paving the way for MNC's to leverage its position among the top global economies.



Strategically located, Saudi Arabia is a key hub for international business, offering unique opportunities by connecting three continents, strengthening and diversifying regional supply chains, and contributing to greater stability.



The Kingdom is dedicated to a future of prosperity, blending local and regional culture with modern living, harnessing the domestic talent and attracting international talent.



MISA is your RHQ gateway

The Ministry of Investment is your RHQ gateway, supporting your investment locally and regionally.

By advocating and actively supporting your regional expansion, we unlock exclusive and promising investment prospects, providing you with valuable opportunities for growth.



MISA offers end-to-end assistance for investors in the RHQ program, ensuring a professional pathway to business expansion.

MISA guarantees investors extensive support and meticulous attention, aiming to elevate their goals and offer clear guidance to access significant market opportunities.

MISA: Committed Support, Diverse Market Access

All details can be found at:



Regional Headquarters (investsaudi.sa)

INVEST SAUDI by MISA

Under MISA's umbrella, Invest Saudi opens doors for investors, and specifically for RHQ regional operations, to Saudi Arabia's thriving economy, offering a landscape rich in diverse sectors and substantial opportunities.

As a national investment promotion platform, it provides comprehensive support and guidance to foreign investors, highlighting investment opportunities in Saudi Arabia.



The platform is integral to creating a robust investment environment and fostering partnerships with local and international stakeholders.

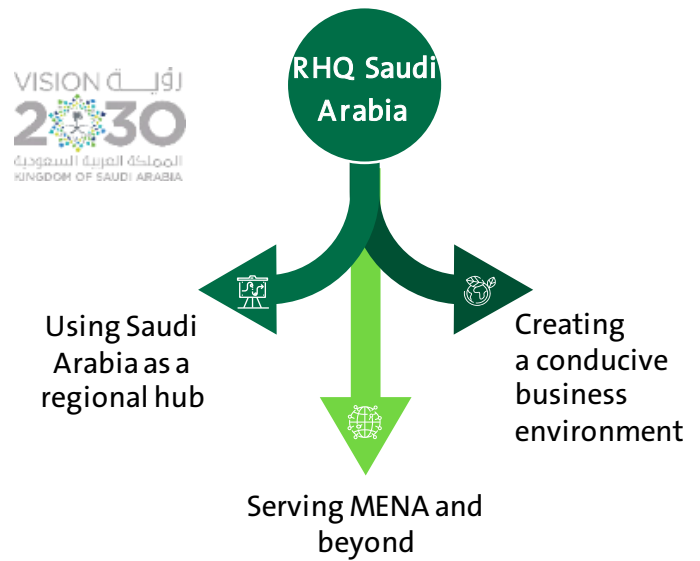
All details and updates can be found at:

 Invest Saudi: <https://Investsaudi.sa>

The RHQ Program

The **RHQ program** is part of Vision 2030 initiative, mandated to create a conducive business environment to attract MNCs to serve the MENA region, leveraging Saudi Arabia's prosperous, radiant future, vibrant society, and a thriving economy.

The RHQ Program is designed to enable and facilitate the ambitious growth plans of participating companies in the region. Its primary objective is to position the Kingdom as a premier regional hub for multinational companies (MNCs), supporting their expansion and success.



Saudi Arabia presents a multitude of benefits for companies locating their RHQ in the country.



Strategic Location



MNCs can leverage the Kingdom's advantageous location to access a large market, enhance regional operations, and strengthen their presence in the broader region.



Business-Friendly Environment



MNCs can experience an efficient and supportive business environment, enhanced by strategic, customized initiatives like the Global Supply Chain Resilience Initiative (GSCRI) and new SEZs, promoting growth, innovation, and smoother operations.



Specially Designed Incentives for RHQ



MNCs can benefit from specially designed incentives for establishing their RHQ including human capital incentives, tax incentives, premium residency, and special end-to-end business support.



Game-Changing Opportunities



MNCs can position themselves for success in Saudi Arabia's dynamic business landscape and seize unparalleled growth across strategic sectors.



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RHQ Program Overview

Saudi Arabia Welcomes your RHQs

“
**Saudi Arabia to become the #1 hub in
MENA for regional headquarters of
multinational companies by 2030**”

Prince Mohammed Bin Salman Bin Abdulaziz,
Crown Prince, Prime Minister

**The RHQ entity acts as the Center of
Administrative Power for MENA region**



RHQ Requirements & Considerations

Below are the main Guidelines for establishing a Regional Headquarter (RHQ) by a Multinational Company (MNC) in Saudi Arabia



The MNC has minimum presence in **two different countries**, excluding Saudi Arabia and the country in which the headquarter of the MNC is located, either through subsidiaries or branches.



The RHQ is required to employ **at least 15 full-time** employees specialized in RHQ operations within **one year** of obtaining the RHQ License. These employees must have the **appropriate skills and expertise**. Furthermore, **at least three** of these 15 employees must hold significant **senior executive positions in the region**, such as Executive Director or Vice-President*.

* In some cases, more than three top executives may be required.



The RHQ is established in the Kingdom of Saudi Arabia as a **separate legal entity**, either as a LLC or as a **registered branch of a foreign company**.



The RHQ **must commence all mandatory RHQ activities and the chosen optional activities (minimum of three)** within **one year** of issuing the RHQ license.



The RHQ shall **not engage in direct commercial operations** that generate revenue, except for activities permitted under the RHQ License.



Compliance Principles and Guidelines:

The RHQ Licensees are expected to comply with the following:

- To start all mandatory and optional activities within 12 months
- To hire a minimum of 15 employees within 12 months
- To remain compliant with the conditions of the RHQ License
- To ensure consistent adherence to MISA's standards.



RHQ Activities

Below are the key activities for a Regional Headquarter to setup and operate in Saudi Arabia.



Mandatory Activities



Support Activities (Optional)

Strategic Direction:

- Formulate and monitor the regional strategy.
- Coordinate strategic alignment.
- Embed products and/or services in the region.
- Support acquisitions, mergers, and divestments
- Review financial performance.

Management Function:

- Business planning
- Budgeting
- Business coordination
- Identification of new market opportunities
- Monitoring of the regional market, competitors, and operations
- Marketing plan for the region
- Operational and financial reporting

- Sales and Marketing Support
- Human Resources, and Personnel Management
- Training Services
- Financial Management, Foreign Exchange, and Treasury Centre Services
- Compliance and Internal Control
- Accounting
- Legal
- Auditing
- Research and Analysis
- Advisory Services
- Operations Control
- Logistics and Supply Chain Management
- International Trading
- Sourcing of Raw Materials and Parts
- Technical Support or Engineering Assistance
- Network Operations for IT System
- Research and Development
- Intellectual Property Rights Management
- Production Management

All activities to be initiated within ONE year

Start minimum three activities within ONE year

RHQ Incentives



Below are the benefits and exemptions offered to a licensed RHQs in Saudi Arabia



A 30-years 0%
Corporate Income
Tax*



10-year Saudization
Exemption



Eligibility for
Premium Residency
for 3 Executives



Spouse work permit
and Dependent
age extension to 25
years old



Waiver of
Professional
Accreditation



A 30-years 0%
Withholding Tax*



Visa Limit
Exemption
(250 visas allocated
from day 1 of RHQ
license grant)



Government
Tendering



End-to-end support
through MIZA



Expat Work Visas
for Professions
Restricted to Saudi
Nationals



*Tax benefit applies only to the RHQ licensed entity and is not extended to subsidiaries, branches, and affiliates under management.



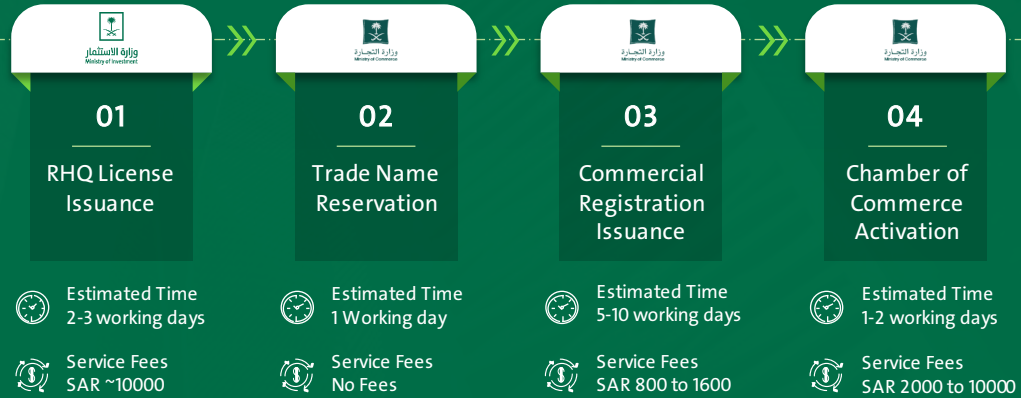
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The Investor Journey



Investor Journey

Standard Path



Throughout your entire journey, you can rely on MISA for support and guidance

Above activities are not sequential

MISA Support Services

MISA provides a comprehensive suite of support services to streamline the investor journey. With initiatives covering all aspects of investment, MISA offers expert advice, continuous support, and efficient solutions to save time and reduce costs, thus enhancing the business experience for investors.

Facilitate your business journey and support you in challenging times.

Strive to save your time and effort.



Provide you with continuous support across the platforms.

Series of services which are: High Quality / High Reliability / Exclusive Prices.

Provide you consultancy services by experts.



Investor Journey – Activity Cards

1. RHQ License Issuance



Required Documents

- Copy of Commercial registration or Commercial License.
- Copies of at least two commercial registrations or commercial licenses issued in two different countries, excluding the Kingdom of Saudi Arabia and the country in which the headquarters reside.
- Annual audited consolidated financial statements for the last financial year.



Estimated Time

- 2 - 3 Working Days



Service Fees

- Initial Fee: SAR 10,000 for the first year
- Annual Renewal: SAR 2,000 per year

Misa
Support
Channels



Call Center



RHQ CARE



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MISA

Self-Registration

<https://www.investsaudi.sa> (Portal Registration)

<https://www.sadad.com/> (Fees Payment)



Please refer to “Getting Started and Portal Registration” section for a detailed, step-by-step guide on how to apply for the license.

Investor Journey – Activity Cards

2. Trade Name Reservation



Required Documents

- **Choose the Name:** The chosen trade name, "Name of the Company" regional headquarter, will be reserved for a period of 60 days.



Estimated Time

- 1 Working Day



Service Fees

- No Fees

Misa Support Channels



Call Center



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MISA

Self-Registration

[Booking a Commercial Name \(mc.gov.sa\)](http://mc.gov.sa)



3. Commercial Registration Issuance



Required Documents

- A copy of the RHQ License.
- Commercial registration of the parent company.
- Board of Directors' Resolution to Open a Branch. (For Foreign Entity Branch only)
- Notarized Article of Association. (For LLC only)
- GM Appointment Resolution Letter.
- Copy of GM and owner's ID.



Estimated Time

- 5 - 10 Working Days



Service Fees

- The fee varies between SAR 800 to SAR 1,600, depending on the legal type of the entity.

Misa Support Channels



Call Center



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MISA

Self-Registration

[The Saudi Business Center \(SBC\) platform](#) if it's an LLCs
[Ministry of Commerce E-Branch](#), if it's a Foreign Branch



Investor Journey – Activity Cards

4. Chamber of Commerce Activation



Required Documents

- Copy of the RHQ License.
- The Commercial Registration (CR).
- A copy of the Commercial Name Booking form.
- Resolution from the Board of Directors to open a branch (Applicable only for foreign entity branches).
- The Article of Association (Applicable for LLC's only).
- Letter of appointment for the General Manager.
- The GM's passport or Iqama (if already issued) to facilitate their physical signature.

The General Manager (GM) must be physically present to provide his signature at either the One-Stop Shop or any branch of the Saudi Chamber of Commerce



Estimated Time

- 1 - 2 Working Days



Service Fees

- Fees range from SAR 2,000 to SAR 10,000, depending on the location of your Regional Headquarters (RHQ) within the region.

Misa Support Channels



Call Center



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MISA

Self-Registration

One-stop shop at MISA
or
Saudi Chamber of Commerce



Commercial Registration Issuance

RHQ Care offers an efficient solution for investors seeking commercial registration issuance through a fast-track agreement with the Ministry of Commerce.

RHQ Care Service is your trusted partner in navigating the complexities of business registration, ensuring a swift and compliant path for your investment journey.



Trade Name
Reservation



Commercial
Registration
Issuance



Chamber of
Commerce
Activation



(MISA one-stop-shop)

Support



Upon “License Approval” the RHQ Care team will send a congratulatory email that includes:

- The reserved “Trade Name”.
- A request for confirmation to continue with RHQ Care for fast-track Commercial Registration.



Upon receiving the confirmation, the following steps are required:

01

Sign and return the Undertaking Letter on the company's official letterhead*.

02

Submission of required documents.

03

Initiation of Entity Establishment request via...

The Saudi Business
Center (SBC)
platform for

“LLC” Entity

The Ministry of
Commerce E-Branch
for

Foreign Entity'
Branch

*The RHQ Care team will draft and send the Undertaking Letter based on the entity type, whether the company is registered as an LLC Entity or a Foreign Entity Branch.

Our continuous support throughout the journey...

After issuance of the Commercial Registration (CR), a meeting will be requested via email to arrange a session with investors to guide them through the following steps of their journey. This meeting aims to fully understand their specific requirements, address any inquiries, and assess the need for support in choosing suitable service provider.



Service Provider- Investor Connection

Connection between the Service Provider and the Investor

Q&A Resolution

Responses to queries with comprehensive answers and required information.

To delve into the investor's needs and capture general and specific needs or inquiries.

... along with our constant follow up until the end of your journey

After successfully connecting the investor with the required Service Provider, we will continuously monitor each subsequent step in their journey. This will involve regular, daily follow-ups to ensure a smooth interaction with the Service Provider and to provide professional, attentive support to the investor.



Investor Journey – Activity Cards

MHRSD File



Required Documents

- Copy of RHQ License.
- Copy of the Commercial Register (CR).
- Letter from the MNC addressed to the MHRSD and certified by the Chamber Of Commerce, must mention the name and phone number of the designated person*.
- Copy of the Account Manager ID*.

*In case an Authorized person is appointed by the Multinational Company (MNC)



Estimated Time

- 1 - 2 Working Days



Service Fees

- No Fees

Misa Support Channels



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MISA

Self-Registration

<https://www.hrsd.gov.sa/en>



GOSI Certificate issuance



Required Documents

- Letter from MNC addressed to GOSI, stating the Authorized Person*.
- Copy of the Authorized Person ID*.

* In case an Authorized person is appointed by the Multinational Company (MNC)



Estimated Time

- 1 - 2 Working Days



Service Fees

- No Fees

Misa Support Channels



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MISA

Self-Registration

<https://www.gosi.gov.sa/>



Investor Journey – Activity Cards

ZATCA/VAT Registration



Required Documents

- Copy of the RHQ License.
- Copy of the Commercial Registration (CR)
- Copy of the Article of Association

It is essential to register a Saudi phone number, as a verification code will be sent to this number to facilitate the application process.



Estimated Time

- 1 - 2 Working Days



Service Fees

- No Fees

Misa Support Channels



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Ministry of Investment

MISA

Self-Registration

<https://zatca.gov.sa/>



National Address Certificate Issuance



Required Documents

- Saudi Address Components
- Copy of Commercial Registration



Estimated Time

- 1 Working Day



Service Fees

- No Fees

Misa Support Channels



Call Center



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Ministry of Investment

MISA

Self-Registration

<https://splonline.com.sa/en/national-address-1/>



Investor Journey – Activity Cards

Municipality License & Office Renting



Required Documents

- An external photograph of the RHQ office, clearly showing its prominent signage.
- A lease agreement, title deed, or investment contract, duly signed by the Municipality or relevant government authorities.
- An invoice for safety equipment or a safety report from the Civil Defense, especially for activities requiring immediate attention.
- A copy of the building's permit.
- A cleaning contract, customized according to the contract details and type of activity. (optional)



Estimated Time

- 1 - 10 Working Days



Service Fees

- The Fees vary based on the region and premises size. For Detailed calculation please check <https://apps.balady.gov.sa>

Misa Support Channels



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Ministry of Investment

MISA

Self-Registration

<https://www.my.gov.sa/>



Investor Journey – Activity Cards

GM Visa Issuance



Required Documents

By MISA:

- MHRSD file number
- MISA License Copy.
- Saudi Entity Commercial Registration (CR) Copy.
- Articles of Association (AOA) or GM appointment resolution Copy.
- GM's passport Copy.
- SAR 2000 Visa Fee to (MHRSD) via SADAD.

By Saudi Embassy:

- MISA license Copy.
- CR copy with GM's name.
- Work visa permit number.
- No Criminal Record Certificate.
- Medical tests from Embassy – accredited center.
- MOFA e-authorization for embassy agency representation.

Post-Arrival Procedures for Iqama Issuance:

- Obtain a Work Permit from MHRSD via MISA, referencing the border number given at the airport.
- Annual Fee: SAR 9.600 payable through SADAD.
- Complete an additional medical Check up at a locally authorized medical center.
- Acquire a Medical Insurance policy from a Local provider.
- Pay the IQAMA Fee of SAR 650 through SADAD.

GM Entry / Exit Recommendation:

Issue a one-year multiple exit / re-entry visa for GM for greater flexibility in travel.



Estimated Time

- 7 - 12 Working Days



Service Fees

- Visa Fees: SAR 2,000
- Work Permit Fees: SAR 9,600 per year
- IQAMA Fees: SAR 650

MISA
Support
Channels



Call Center



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Ministry of Investment

MISA

Self-Registration

<https://www.mofa.gov.sa/>
Homepage - SADAD
[Enjaz Portal](#)



Investor Journey – Activity Cards

Employee Visa Issuance



Employee Visa Steps on Qiwa

Via Qiwa Platform:

- Login via Qiwa platform with the company account through the delegate ID or CR number.
- Enter the data required for the account, such as the ID number, email, and password.
- Receive the verification code on phone number, enter it, and go to electronic services.
- Choose permanent visas.
- Choose to issue a visa and enter all the visa details, then enter the number of visas to be requested
- Review the visa application summary and click Submit.
- Pay the visa fee (SR 2000) directly to the ministry of human resources (MHRSD) via SADAD
- Review the request summary and select "Submit."

Post-Arrival Procedures for Iqama Issuance:

- Obtain a Work Permit from MHRSD via MISA, referencing the border number given at the airport.
- Annual Fee: SAR 9.600 payable through SADAD.
- Complete an additional medical Check up at a locally authorized medical center.
- Acquire a Medical Insurance policy from a Local provider.
- Pay the IQAMA Fee of SAR 650 through SADAD.

Employee Entry / Exit Recommendation:

Issue a one-year multiple exit / re-entry visa for Employee for greater flexibility in travel.



Estimated Time

- 7 - 12 Working Days



Service Fees

- Visa Fees: SAR 2,000
- Work Permit Fees: SAR 9,600 per year
- IQAMA Fees: SAR 650

MISA
Support
Channels



Call Center



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MISA

Self-Registration

<https://www.mofa.gov.sa/>
Homepage - SADAD
Enjaz Portal



Investor Journey – Activity Cards

Bank Account Opening



Required Documents

Initial requirements for bank account opening:

- Commercial Registration “CR”
- Ministry of Investment License
- Articles of Association “AOA”
- ID Copy for the Authorized Signatories
- ID copy for the General Manager

Additional documents may be required by specific banks or under certain circumstances.



Estimated Time

- Based on Bank Terms and Conditions



Service Fees

- Subject to the terms and conditions of the Bank

Misa Support Channels



Call Center



MIZA



MISA

Self-Registration

Through the selected bank's Website



Absher & Muqem Registration



Required Documents

- Iqama Number
- Private Mobile number



Estimated Time

- 1 Working Days



Service Fees

- No Fees

Misa Support Channels



Call Center



RHQ CARE



MISA

Self-Registration

<https://muqem.sa>

<https://www.absher.sa/>



MIZA Landing Support



MIZA, a key program within the National Investment Strategy, aims to enhance its partners' experience. It offers services that add value, fosters growth and expansion of their businesses, and understands partners' needs through a regulated electronic platform. This platform facilitates the ease of access for partners to qualified Third-Party Service Providers.

Accounting & Bookkeeping Consultancy



Provide full support to investors at the stage of business establishment and the highest level of financial consultancy services and business insights.

Talent Acquisition Services



Assist investors by providing essential support with company incorporation allied services and efficiently building organizational development needs.

Logistics Services



An exceptional range of services to support logistical needs and public relations; To facilitate the movement of investors and qualify the place of residence at the same time.

Real Estate Rental Services



A group of real estate services that support investors needs for an exceptional business experience.

Soft Landing Support

Dynamic office spaces in thriving Business Hubs

- Designated buildings
- Priority access
- 10% - 20% Discounts

Discover your Dream home in family-friendly residential compounds.

- Priority access
- 10% - 20% Discounts
- Business and personal event setup.
- School and shopping shuttle service.
- 24/7 on-site security.
- Nursery and baby-sitting services
- Recreational facilities



Enjoy hassle-free banking solutions and services

- Expedited bank account opening
- Designated branches.
- Dedicated account managers
- Top tier digital banking

Outstanding education for your children.

- Dedicated representatives
- Priority registration / Fast-track admission
- Admin and acceptance fee waiver
- Tuition discounts
- Bespoke packages



SAUDI ARABIA: it's about Quality of Life

Education



Saudi Arabia's educational transformation is driven by proactive efforts to attract top international institutions, enhancing the quality of education



International School Attraction Program



Partnerships with Foreign Universities

Connectivity



Saudi Arabia is building world-class infrastructure and services to enhance connectivity and quality of life



Airports : 28 airports reach 70% of global population within 8 hours.



Roads : Extensive road network links all major regional cities.



Trains : Established rail networks include North Train, Eastern Railway, and Haramain High-Speed.

Tourism & Culture



The quality of life in Saudi Arabia is greatly enhanced by its rich cultural heritage and tourist destinations



Cultural and Historical Attractions



Festivals & International Events



Tourism Mega Projects



Natural Wonders

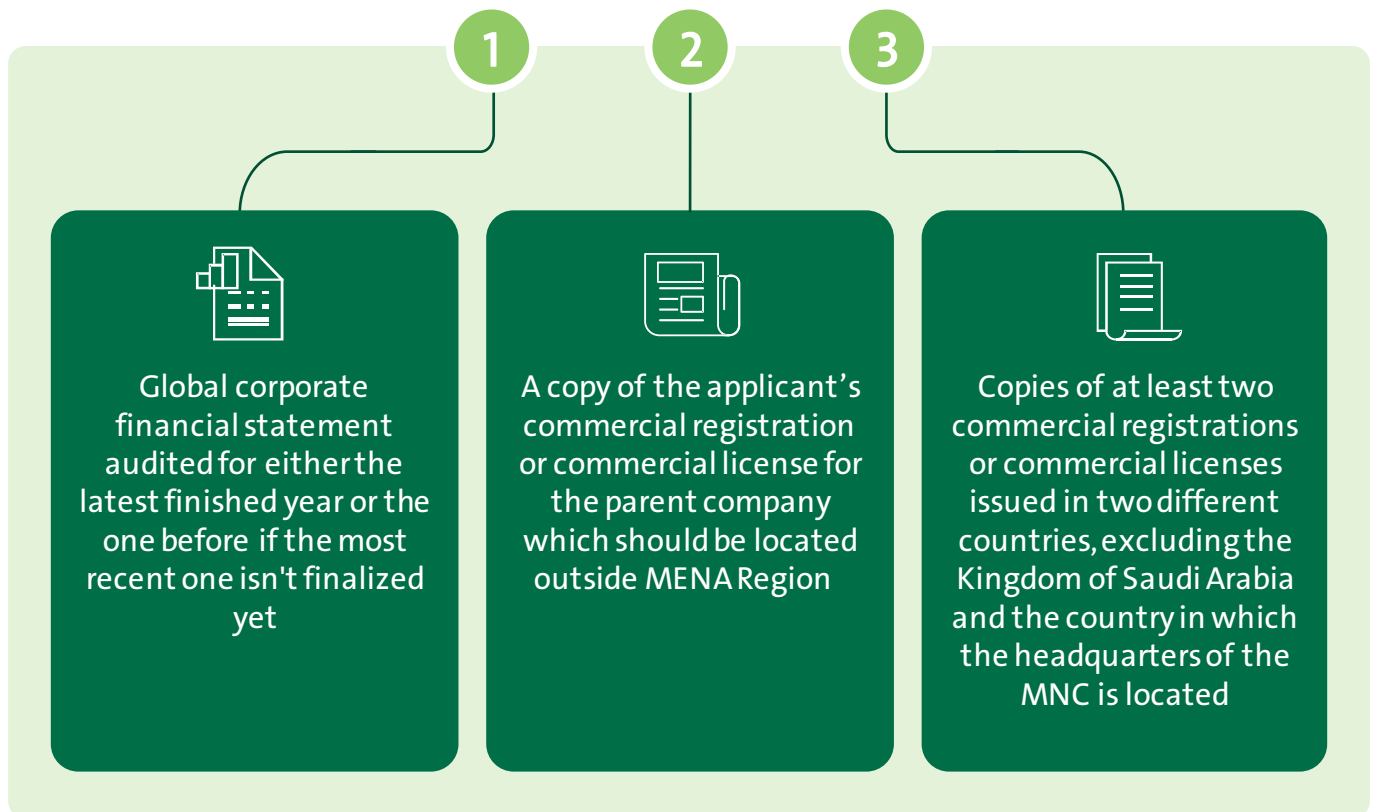


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Getting Started and Portal Registration

Applying for RHQ License

Before starting your application, please ensure that you have the following documents and have taken the following considerations into account:



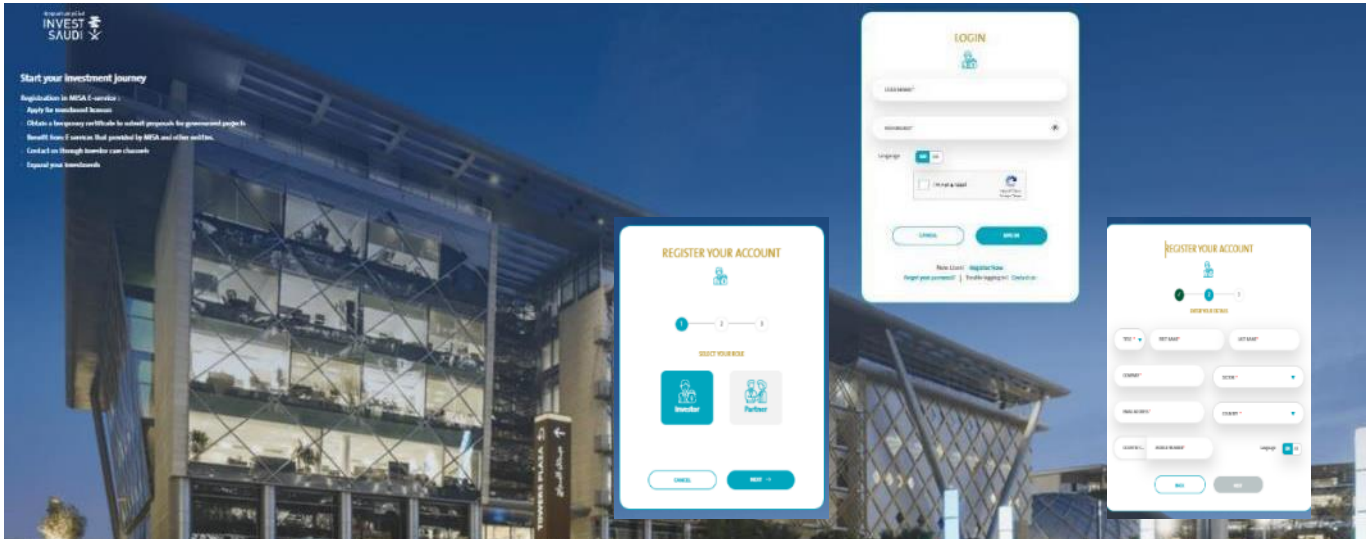
Considerations:

- All documents must be submitted either in English or Arabic language. If documents are not originally in these languages, please proceed in translating all documents through authorized translators in Saudi Arabia acceptable by MISA.
- Documents must be in PDF Format.
- The parent company CR/CL and the two CRs/CLs must show proof of connection with the parent company name showed in the CR/CL. Given the situation that the CRs/CLs does not show the required connection or given the case that the entity(ies) do not exist in the global corporate financial statement, there is a need to submit a copy of the global corporate Article of Association (AOA) to proof connection.
- If the financial statement file exceeds 2 MB, please attach a snapshot of the document instead and make sure to email the file to RHQ MISA representative to InvestorCare@misa.gov.sa

Portal Registration

You can log in to RHQ License service at <https://www.investsaudi.sa>

Sign up as “New User”.



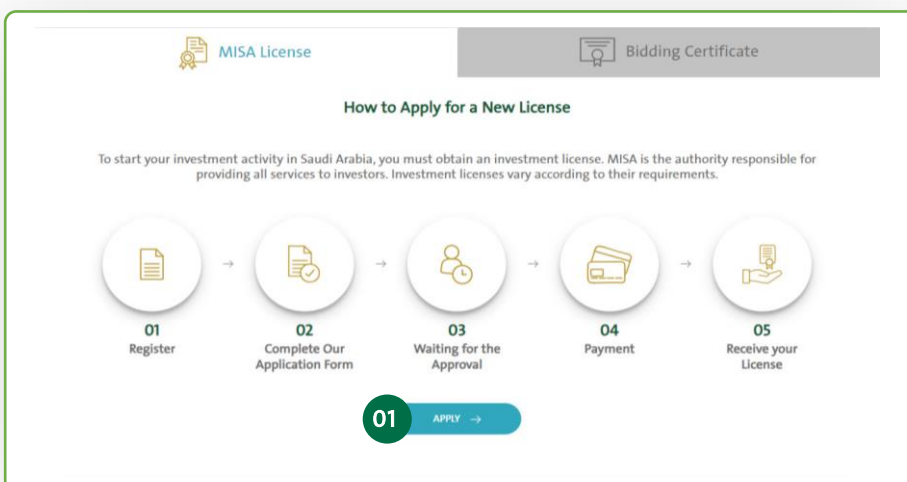
Make Sure:

- To use an alternative email address or username that was employed during the commercial license application.
- To reach out to MISA for OTP support through InvestorCare@misa.gov.sa in case you are using a non-Saudi mobile number.

Log-in into MISA Portal

When you log in to MISA License, you will find instructions on how to apply for a new license.

1. Once logged in, please scroll down, and click the **APPLY** button.




To save your progress, make sure to fill in all information in every field on each page

Click "Next" to save the data on the current page and "Back" to return to your saved progress

Terms and Conditions

A pop-up window is displayed with the general T&Cs for MISA license application. Please read the information displayed and you may download the T&Cs.

TERMS & CONDITIONS



Please read the following information before applying:

1. The Arabic language is the primary language for using the Portal and benefiting from all materials published on it. Translation of any materials may be provided to provide added service. Therefore, the translation shall not be relied upon when interpreting any dispute on the content contained in the Portal.
2. All regulations and laws published in the eServices Portal / MINISTRY or other bodies may be subject to translation in order to interpret the meaning

01
DOWNLOAD

CLOSE

02
ACCEPT

1. Users can download the document by selecting the download button.
2. To proceed, click the Accept button.

Start the License Application

Proceed to the next page.

Entity information

Shareholders

Contact person

Review

Are all your shareholders of GCC nationality?

YES

NO

Do you have an Advance License Number?

YES

NO

License Type

WHAT TYPE OF LICENSE DO I NEED?

LICENSE TYPE

02
REGIONAL HEADQUARTERS INVESTMENT LICENSE

Ensure to:

1. Select "No" for the first two questions because it is a an RHQ License.
2. Choose "Regional Headquarters Investment License" from the provided options in the drop-down menu related to License Type.

Upload Documents

Upload the Required Documents in the Attachment section on the respective Cells

Attachment

01
AUDITED FINANCIAL STATEMENTS FOR THE LAST FISCAL YEAR *
↑

↑
COMMERCIAL REGISTRATION OF THE APPLICANT COMPANY *
02

03
BRANCH/SUB CR 1 (OTHER THAN APPLICANT COUNTRY/KSA) *
↑

↑
BRANCH/SUB CR 2 (OTHER THAN APPLICANT COUNTRY/KSA) *
04

1. Audited Financial Statements for the last Fiscal year
2. Commercial Registration of the applicant company
3. Branch / Sub CR1 (Other than applicant country / KSA)
4. Branch / Sub CR2 (Other than applicant country / KSA)

Choose the desired License duration (From 1 to 5 years)

Select RHQ License Activities

Select the RHQ License Activities in the respective categories:

License Information

RHQ OPTIONAL LICENSE ACTIVITIES (PLEASE SELECT AT LEAST 3 ACTIVITIES)*

Sales and Marketing Support X
Research and Analysis X
Auditing X
≡ 01

RHQ STRATEGIC DIRECTION ACTIVITIES (PLEASE SELECT ALL THE ACTIVITIES)*

Review financial performance X
Support acquisitions, mergers and divestments X
Coordinate strategic alignment X
≡ 02

RHQ MANAGEMENT FUNCTIONS ACTIVITIES (PLEASE SELECT ALL THE ACTIVITIES)*

Budgeting X
Monitoring of the regional market, competitors, and operations X
Identification of new market opportunities X
≡ 03

GLOBAL PRESENCE OF THE MULTINATIONAL CORPORATION (PLEASE SELECT AT LEAST 1)*

MENA X
≡ 04

1. **RHQ Optional License activities:** Choose at least 3 by clicking the Drop –down menu (blue lines).
2. **RHQ Strategic Direction Activities:** Choose all the “Strategic Directions” by clicking the Drop –down menu (blue lines).
3. **RHQ Management Functions Activities:** Choose all the “Management Functions” by clicking the Drop –down menu.
4. **Global Presence of the Multinational Corporation:** Choose “Mena”.

Provide Multinational Corporation Information

Please choose the options that best match your company's profile and characteristics to ensure the accuracy and relevance of the following:

1 MULTINATIONAL CORPORATION SUBSIDIARIES OR BRANCH PRESENCE*

Less than 5 countries More than 5 countries More than 10+ countries

2 CURRENT MARKET VALUE*

Less than SAR 375 Million Greater than SAR 375 Million Greater than SAR 40 Billion

3 AVERAGE 3 YEARS REVENUE*

Less than SAR 375 Million Greater than SAR 375 Million Greater than SAR 40 Billion

4 LAST YEAR ASSETS*

Less than SAR 750 Million Greater than SAR 750 Million Greater than SAR 50 Billion

5 NUMBER OF EMPLOYEES*

Less than 10,000 Greater than 10,000 Greater than 70,000

6 COMPANY RANKED IN FORTUNE LISTS*

Yes No

1. Multinational Corporation Subsidiaries or Branch Presence*

- Less than 5 countries
- More than 5 countries
- More than 10+ countries

2. Current Market Value*

- Less than SAR 375 Million
- Greater than SAR 375 Million
- Greater than SAR 40 Billion

Average 3 year Revenue*

- Less than SAR 375 Million
- Greater than SAR 375 Million
- Greater than SAR 40 Billion

* Based on the selection made a pop-up message will appear, guiding you to upload the "Global Corporate Financial Statement".

Last year Assets*

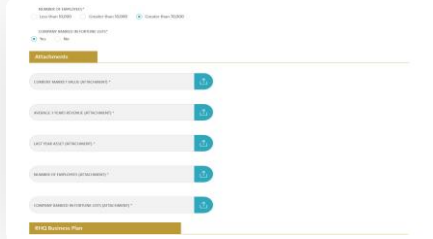
- Less than SAR 750 Million
- Greater than SAR 750 Million
- Greater than SAR 50 Billion

Number of Employees*

- Less than 10,000
- Greater than 10,000
- Greater than 70,000

Company Ranked in Fortune Lists**

- Yes
- No



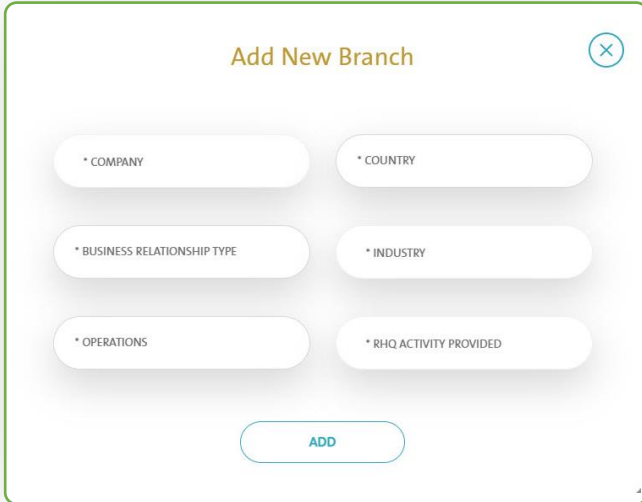
The screenshot shows a form with several questions, each with a radio button for selection. The questions are:

- Less than 5 countries
- More than 5 countries
- More than 10+ countries
- Less than SAR 375 Million
- Greater than SAR 375 Million
- Greater than SAR 40 Billion
- Less than SAR 375 Million
- Greater than SAR 375 Million
- Greater than SAR 40 Billion
- Less than SAR 750 Million
- Greater than SAR 750 Million
- Greater than SAR 50 Billion
- Less than 10,000
- Greater than 10,000
- Greater than 70,000
- Yes
- No

** Based on the selection, a pop-up message will be displayed, instructing you to upload a snapshot as proof that the company is listed in the Fortune 500.

Add the MNC's Entities

Enter the MNC's MENA* Entities:



1. Record each MENA entity individually, including its official registered name and the country of operation.

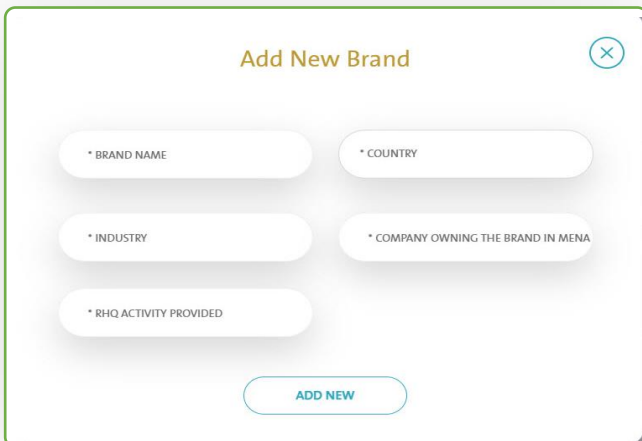
2. If an MNC has only one entity in a MENA country, label it as "[MNC Name] [Country Name]" in the entry. For example: "XYZ Corp UAE."

3. For MNCs with multiple entities in any MENA country, list the complete name of each distinct entity.

MENA region includes the countries of the Gulf Cooperation Council (Saudi Arabia, United Arab Emirates, Kuwait, Bahrain, Oman, and Qatar), Yemen, Iraq, Jordan, Palestine, Lebanon, Syria, Egypt, Libya, Tunisia, Algeria, Mauritania, and Morocco

Add MNC's MENA Brands

Following the entity data entry, move on to listing the brands, encompassing both **Services** and **Products**.



1. List main brand names, avoiding inclusion of specific sub-brands.

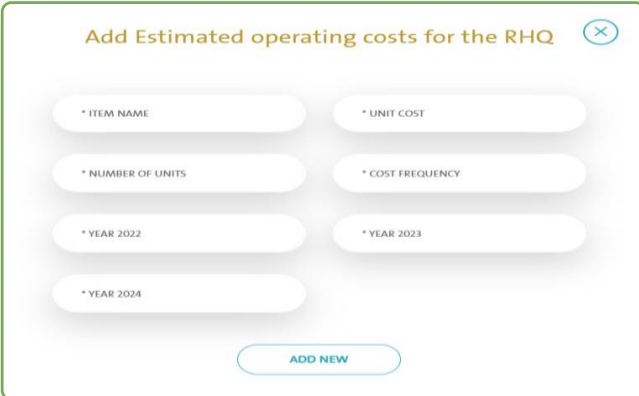
2. Indicate the company's country of origin as the brand's nationality.

3. Use "NA" for any questions specifically related MENA.



Set the Estimated Operating Costs for the RHQ

After completing the brand inputs, it's necessary to outline the RHQ's operating costs:



Example: If the RHQ license is issued in January 2024, start salaries' calculations from July 2024 while computing for only the 6 months post grace period. In 2025, compute the salaries for the entire 12 months.

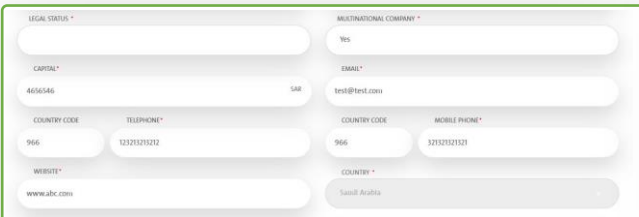
* Replicate these steps for each additional cost item to ensure precise and comprehensive financial planning

Data Input for each cost item*:

- **Item Name:** Specify the name of the cost item.
- **Unit Cost:** Input the average salary per employee.
- **Number of Unit:** Specify the number of employees (minimum 15)
- **Cost Frequency:** Set the time frame to 12 months.
- **Previous Year (2023):** If the current year is 2024, enter '0' for costs in 2023, as the license was not active for the entire year.
- **Current Year (2024):** Calculate the total salaries for employees (Minimum 15), starting six months post-license issuance.
- **Next Year (2025):** Calculate the salaries for employees (Minimum 15), for the entire year, post-grace period.


Input the Regional HQ Information

Enter the RHQ information:



Data Input for each cost item*:

- **Entity Name in English:** Enter the preferred name in English, ensuring it includes the suffix "Regional HQ."
- **Entity Name in Arabic:** Leave this cell empty.
- **Legal Status:** Enter the desired legal structure.
- **Multinational Company:** Select 'Yes' to indicate multinational company status.
- **Capital:** Choose a capital amount of 10,000 SAR.
- **Email:** Provide your email address.
- **Country Code / Telephone:** Enter your telephone number with the country code.
- **Country Code / Mobile Phone:** Enter your Mobile number with the country code.
- **Website:** Specify the company's website.
- **Country:** Saudi Arabia.

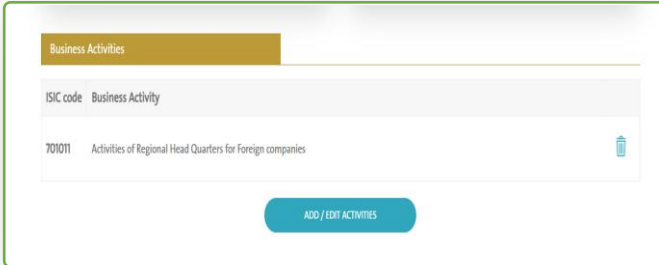


- **Region:** Specify the region where you intend to establish your RHQ.
- **City:** Indicate the city where your RHQ will be located.
- **Address:** Enter the complete address for your RHQ location*.
- **PO Box:** Provide the PO Box if you are using the current commercial office*.
- **Postal Code:** Include the postal code for your RHQ location if you are using the current commercial office*.
- **Expected Investment spending (in the next 5 years):** Input the anticipated investment, which may be the total estimated cost for your RHQ over a five-year period.

* For a new office, use five zeros for PO Box and Postal Code and enter "NA" as the address

Business Activities

Select a single business activity and mark the corresponding small boxes four times. On the fifth selection, a pop-up window will appear, displaying the Terms and Conditions (T&Cs) of the RHQ license.



ISIC code	Business Activity
701011	Activities of Regional Head Quarters for foreign companies

ADD / EDIT ACTIVITIES

Close the pop-up window and proceed by clicking "Next".

Add New Shareholder

This section is dedicated to adding a new Shareholder Type.



NEW SHAREHOLDER

New Shareholder

SHAREHOLDER TYPE*

PERSON ORGANIZATION

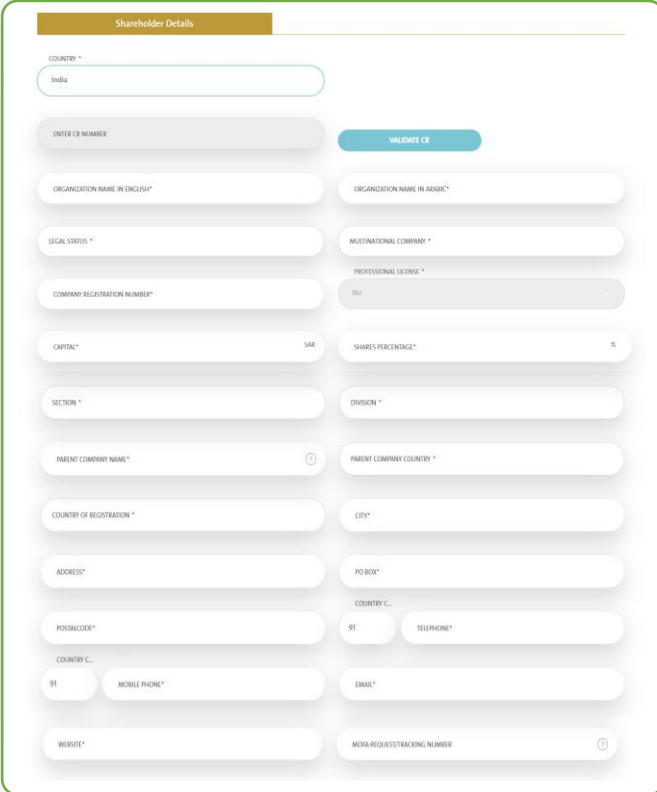
CANCEL

**New Shareholder Type:
Organization.**



Input Parent Company Information

Enter the Parent company Information:



The screenshot shows a form titled "Shareholder Details" with various input fields for parent company information. The fields include: COUNTRY (with "India" entered), ENTER CR NUMBER, VALIDATE CR, ORGANIZATION NAME IN ENGLISH, ORGANIZATION NAME IN ARABIC, LEGAL STATUS, MULTINATIONAL COMPANY, COMPANY REGISTRATION NUMBER, PROFESSIONAL LICENSE (with "No" selected), CAPITAL, SHARES PERCENTAGE, SECTION, DIVISION, PARENT COMPANY NAME, PARENT COMPANY COUNTRY, COUNTRY OF REGISTRATION, CITY, ADDRESS, PO BOX, COUNTRY C., TELEPHONE, MOBILE PHONE, EMAIL, WEBSITE, and MOFA-REQUEST/TRACKING NUMBER.

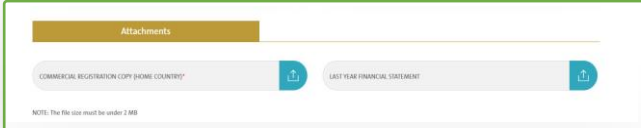
- **Parent Company Country:** Specify the country where the parent company's headquarters is located.
- **Enter CR Number:** Input the Commercial Registration (CR) number of the parent company.
- **Organization name in English:** Enter the English name of the parent company.
- **Organization name in Arabic:** Enter the Arabic name of the parent company.



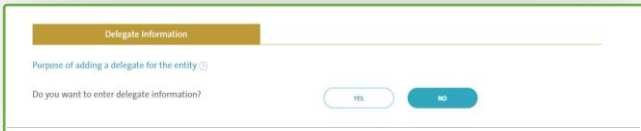
- **Legal Status:** Select the legal status of the parent company from available options.
- **Multinational Company:** Indicate with "Yes".
- **Company Registration Number:** Reiterate the entry of the parent company's CR number for clarity.
- **Capital:** State the capital amount of the parent company
- **Shares Percentage:** Default to "100%"
- **Section:** Choose the business sector that best categorizes your company's activities.
- **Division:** Select the specific Division or subsection relevant to your company's activities.
- **Parent Company Name:** If the parent company is the ultimate one, re-enter its name. Otherwise, specify the name of the parent company's parent.
- **Parent Company Country (Re-Entry):** If applicable, choose the country where the parent of the parent company is registered.
- **Country of Registration:** Indicate the country of registration for the parent company.
- **City of Registration:** Mention the city where the parent company is registered.
- **Address:** Provide the full address of the parent company.
- **PO Box:** Enter the PO Box number for the parent company.
- **Postcode:** Specify the postcode for the parent company.
- **Country Code / Telephone:** Enter the telephone number with the country code for the parent company, using your own if necessary.
- **Country code / Mobile Phone:** Enter the mobile phone number with the country code for the parent company, using your own if necessary.
- **Email:** Provide the email address for the parent company, using your own if necessary.
- **Website:** Mention the website URL of the parent company.
- **MOFA – Request / Tracking Number:** Leave this field Blank.

Upload Documents

Attach the Commercial Registration (CR) of the parent company and the Global Corporate Financial Statement for the last year.



Note: File size must be under 2 MB

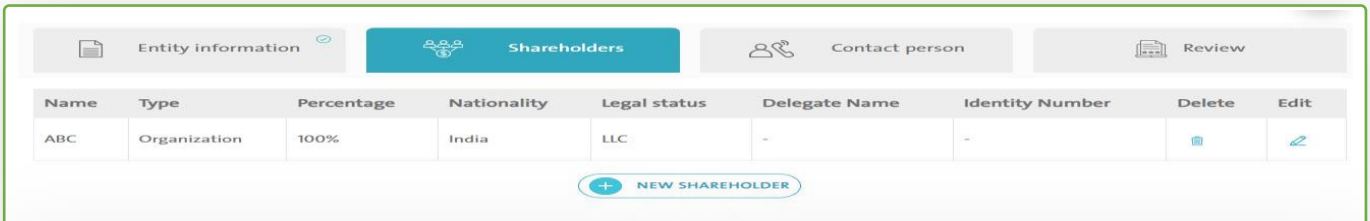


Select "Yes" if a law firm is providing the details. Otherwise, keep it as "No."

Additional Information

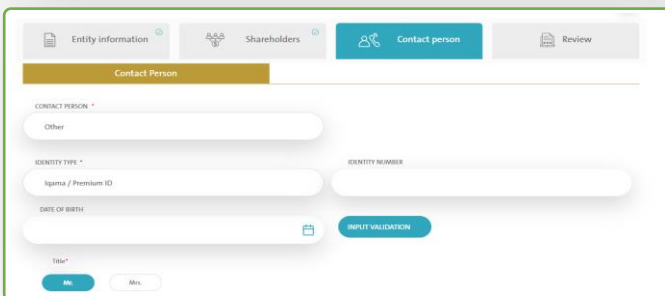
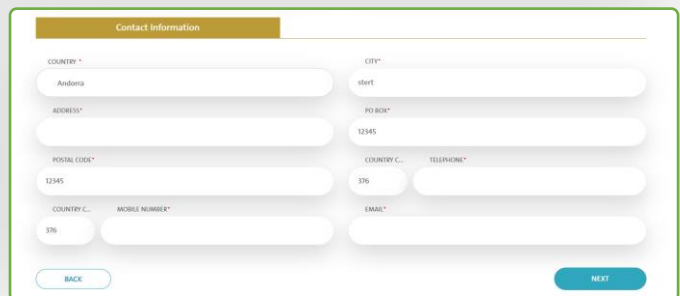
A table containing key information about the parent company will be generated.

Click the "Next" button to proceed.



Name	Type	Percentage	Nationality	Legal status	Delegate Name	Identity Number	Delete	Edit
ABC	Organization	100%	India	LLC	-	-		

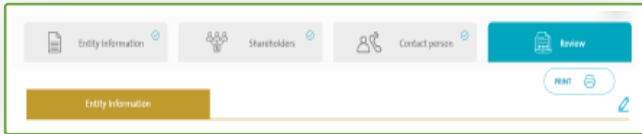
[+ NEW SHAREHOLDER](#)

- **Country:** Specify the country where the parent company is located
- **City:** Indicate the city where the parent company is based.
- **Address:** Provide the full street address of the parent company.
- **P.O Box:** Enter the Post Office Box number for the parent company.
- **Postal Code:** Specify the postal code for the parent company's location.
- **Personal Info:** Input details regarding your nationality, your role within the company, and your educational background
- **ID Type Selection:** Prefer Saudi ID, Iqama, or GCC ID for Absher data retrieval.
- **ID Number and Date of Birth:** Enter ID number and birth date with a title (Mr./Mrs.).

Reviewing and Printing

Navigate to the page containing your completed RHQ application details and carefully review all the information for accuracy and completeness.



Select 'Print as PDF' to save a copy for your records.

Acceptance and Submission

After reviewing the Terms and Conditions, tick the Confirmation Box.

8. The RHQ License is subject to cancellation by the Ministry of Investment in any of the following situations:

- Failure to commence the mandatory or optional RHQ License activities, or hiring the minimum number of employees, within the stipulated time periods.
- The cessation of any mandatory RHQ activities or a minimum of three optional RHQ activities.
- The cessation of satisfying any of the RHQ License conditions by the RHQ or the Multinational Group.
- Violation of any licensing regulation established by MISA constituting 'Grounds for Cancellation'.

ACCEPTED

I am confirming that I have read and agreed with the [Terms & Conditions](#)

BACK **SUBMIT**

Click the "Submit" button to complete the process.

Review and License Approval Process

After successful submission, the concerned departments will review the file to initiate the evaluation Process:

- **Approval Stage:**

If approved, a notification email will be sent, prompting the payment of fees before license issuance.

- **Pending Status:**

If certain documents are missing or incorrect, the file is put on hold. The RHQ team notifies the investor to provide the missing documents or rectify errors within a specific period of time.

- **Rejection:**

In case of rejection, a detailed email is sent, outlining the reasons for the decision.



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Brand Management & Trademark Disclosure

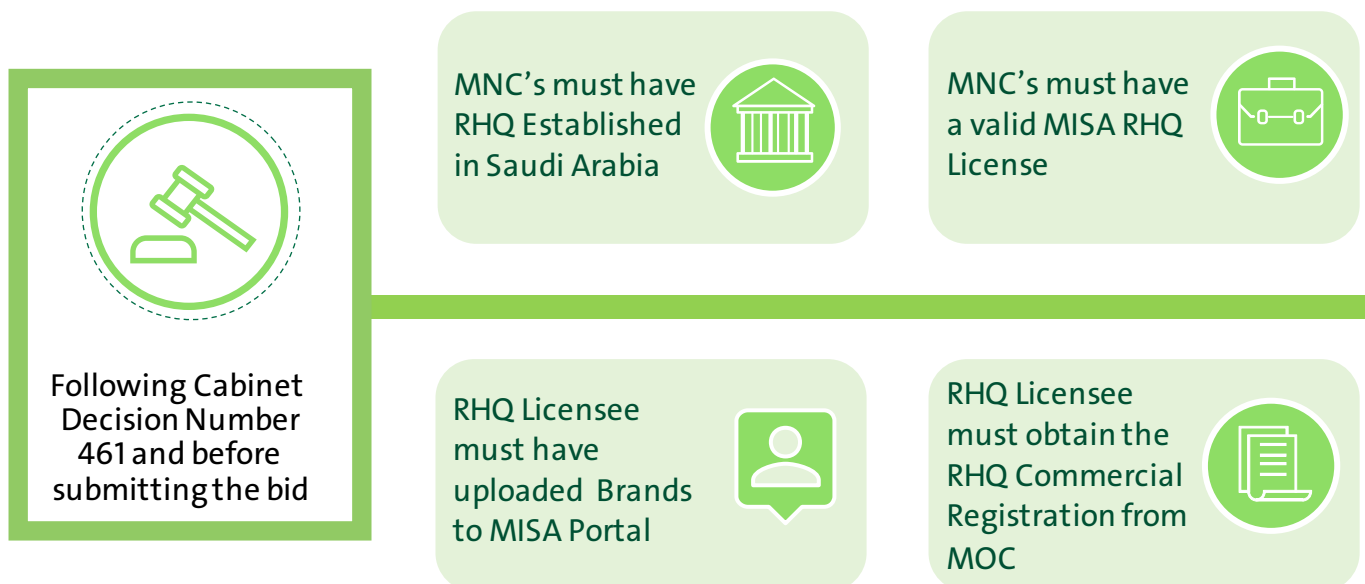
Brand Management for Procurement Control

The Brand Management service was developed and implemented following Cabinet Decision Number 461 to streamline the process for Brands and Trademark disclosure in government procurement, particularly contract bids stage.

At present, Saudi government procurement requires all bidders to disclose the company and the brand associated with the product and/or service that is under tendering before submitting the bid.

Investors need to know that as part of the Brand Management for Procurement Control:

- Multinational Companies must have an RHQ established in Saudi Arabia to engage in government contract, if the RHQ Program is applicable;
- Multinational Companies must have a valid MISA RHQ license at the time of contract bidding with a Saudi government entity;
- The RHQ licensee must have uploaded its brands to MISA Portal (see "Brand Management for RHQ Licensees" in next page); and
- The RHQ licensee must obtain the RHQ Commercial Registration from MOC to be considered as an operational entity in Saudi Arabia.



Brand Management for RHQ Licensees

After the MISA RHQ license is granted, the MNC's Regional Head Quarter team must upload all brands covered by the RHQ license in the **Invest Saudi Portal** at **Myhome.misa.gov.sa**.

For RHQs with operational companies that procure Goods or Products, brands to be uploaded must include registered trademarks and family product names*.

For RHQs with operational companies that procure services, brands to be uploaded must include services units and entities under management*.

For RHQs with operational companies that belong to a conglomerate or holding group, brands to be uploaded must include those trademarks, family product names, services units and the name of the company's trademark of the company under the group*.

Once the MNC's Regional Head Quarter team upload all brands in the Invest Saudi Portal, the service request status will be In-Process and a validation process is conducted by MISA Team. Approved brands will be reflected on various platforms, with "ETIMAD" being a prime example, while rejected brands will require resubmission based on the reasons for rejection.

The MNC's Regional Head Quarter team has the flexibility to add or delete brands uploaded at any point of time in Invest Saudi Portal and modifications are subject to MISA team validation process.

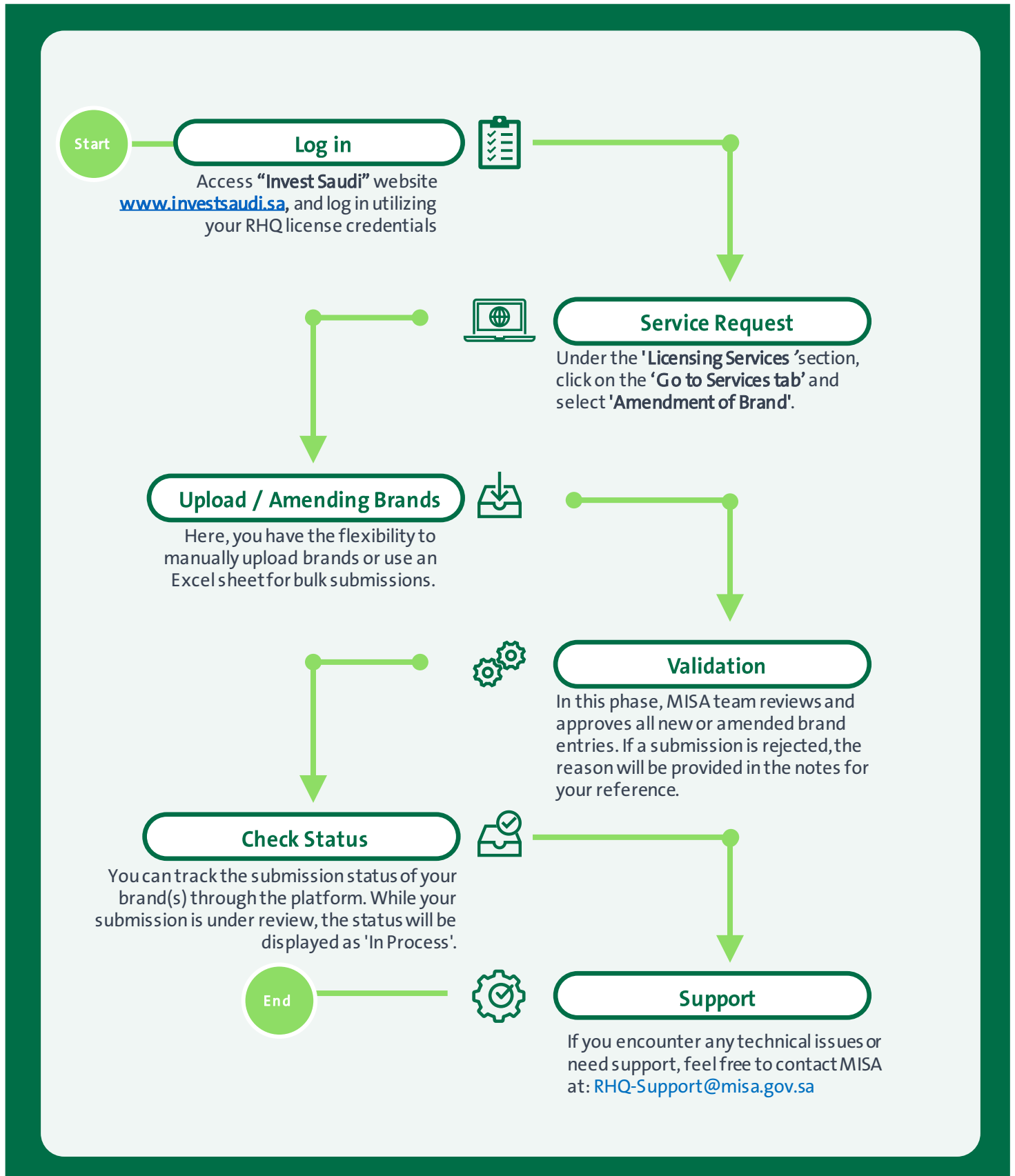
*MISA RHQ account manager is available upon any query about *Brand Uploading and the Brands that your RHQ company must consider*.



For detailed instructions and procedures, refer to the '**RHQ Licensed Companies Guide to Uploading/Amending Brand(s)**' on the Invest Saudi Website.



Journey of Brand Management Uploads





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Compliance Principles

Ensuring RHQ Success: Criteria for Adherence

The RHQ entity must ensure that all licensed RHQs have obtained the RHQ Commercial Registration and adhere to the following Criteria:



- All Mandatory activities and minimum of 3 optional activities within 1 year
 - Strictly avoid any commercial activities that generate revenue
-
- RHQ is required to employ at least 15 full-time employees specialized in RHQ operations within 1 year
 - At least 3 of these 15 must hold significant senior executive positions in the region, such as Executive Director or Vice-President *
 - All employees must have the appropriate skills and expertise
-
- Proper utilization of all granted incentives in accordance with the designated criteria of the RHQ Program

* In some cases, more than three top executives may be required.



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Frequently Asked Questions

Frequently Asked Questions



What is the RHQ Program

Regional Headquarters Program (RHQ) is a joint initiative by the Royal Commission for Riyadh City (RCRC) and Ministry of Investment (MISA) to position the Kingdom as the leading regional hub for multinational companies.

What is the RHQ in the Kingdom of Saudi Arabia?

A RHQ in the Kingdom of Saudi Arabia is a unit of a Multinational Group duly established under the laws of Saudi Arabia for the purpose of supporting, managing, and providing strategic direction to its branches, subsidiaries and affiliates operating in MENA region.

Who can apply to this service?

Multinational Groups can apply for this service to manage and supervise the strategic direction, functions, and businesses conducted by their branches, subsidiaries, and affiliates in MENA region.

Which countries are considered as Middle East and North Africa Region in this License?

MENA region includes the countries of the Gulf Cooperation Council (Saudi Arabia, United Arab Emirates, Kuwait, Bahrain, Oman, and Qatar), Yemen, Iraq, Jordan, Palestine, Lebanon, Syria, Egypt, Libya, Tunisia, Algeria, Mauritania, and Morocco. In addition to the MENA region, the Multinational Group is free to manage entities in additional regions and jurisdictions through the RHQ



Frequently Asked Questions



What is the Qualification for an RHQ License?

To qualify for an RHQ license, a Multinational Group must have a presence in at least two countries (excluding its headquarters and Saudi Arabia), operate in the MENA Region, and engage in activities categorized under Strategic Direction, Management Function, or Support functions through its branches, subsidiaries, or affiliates in the MENA region

Under what Legal Form does the RHQ need to be formed?

The RHQ of the Multinational Group must be either a registered branch of a foreign company in Saudi Arabia, or a subsidiary of a Multinational Group that is established in Saudi Arabia.

What are the types of RHQ activities

The RHQ activities are classified into two categories (i) mandatory activities; and (ii) optional activities.

What are the available benefits for obtaining the RHQ License?

- Exemption from complying with Saudization percentage requirements for a period of 10 years for the RHQ entity.
- Work visas for professions that are restricted to Saudi nationals for RHQ employees.
- Visa Limit Exemption in the number of work visas that can be applied for by the RHQ entity for its employees. (250 visas allocated automatically from day 1 of RHQ license granted)
- A 30 years 0% Corporate Income Tax and Withholding Tax*
- Dependents of RHQ Employees are permitted to work and apply for jobs through AJEER program.
- The maximum age for residency of male dependents of RHQ employees is extended to 25 years old.
- The RHQ employees are exempted from professional accreditation requirements applicable in the Kingdom, if they are duly accredited in the country of origin
- Eligibility for Premium Residency for 3 Executives
- Government Tendering
- Access to MIZA “end to end” services at discounted rates with preferential treatment.

*Tax Benefit is only for the RHQ Licensed entity and not extended to subsidiaries, branches and affiliates under management



Frequently Asked Questions



What are the mandatory RHQ Activities

The mandatory RHQ activities are the provision of strategic direction and management functions. RHQ strategic direction functions include:

Formulate and monitor the regional strategy, (b) Coordinate strategic alignment, (c) Embed products and/or services in the region, (d) Support acquisitions, mergers and divestments, and (e) Review financial performance. RHQ management functions include: (a) Business planning, (b) Budgeting, (c) Business coordination, (d) Identification of new market opportunities, (e) Monitoring of the regional market, competitors, and operations, (f) Marketing plan for the region, and (g) Operational and financial reporting.

What are the Optional RHQ Activities

The optional RHQ activities are:

(a) Sales and Marketing Support, (b) Human Resources, and Personnel Management, (c) Training Services, (d) Financial Management, Foreign Exchange, and Treasury Centre Services, (e) Compliance and Internal Control, (f) Accounting, (g) Legal, (h) Auditing, (i) Research and Analysis, (j) Advisory Services, (k) Operations Control, (l) Logistics and Supply chain management, (m) International Trading, (n) Technical Support or Engineering Assistance, (o) Network Operations for IT System, (p) Research and Development, (q) Intellectual Property Rights Management, (r) Production Management, and (s) Sourcing of Raw Materials and Parts.

Are all RHQ activities required to be selected

No. The minimum activities that the RHQ must provide are the Required RHQ activities – provision of strategic direction and management functions –, in addition to minimum three optional RHQ activities. For the optional RHQ activities, the applicant can select any of the activities mentioned under the previous Question

Is there a timeline for the Multinational Group to fully operate the RHQ

Yes. RHQ required activities must commence within six months after the grant of the RHQ License by MISA, and the three RHQ optional activities must commence before the end the first year of receiving the RHQ License

Can the RHQ License include other commercial activities

No. The RHQ License is granted to only perform RHQ activities (required and optional RHQ activities). If the Multinational Group, that holds the RHQ License, wishes to conduct commercial operations and/or other activities than the RHQ activities, the Multinational Group should obtain the required license for such commercial operations and/or activities to be conducted under a different entity than the RHQ.

What is the validity period of the RHQ

The RHQ license duration ranges from 1 year to 5 years (based on applicant selection).

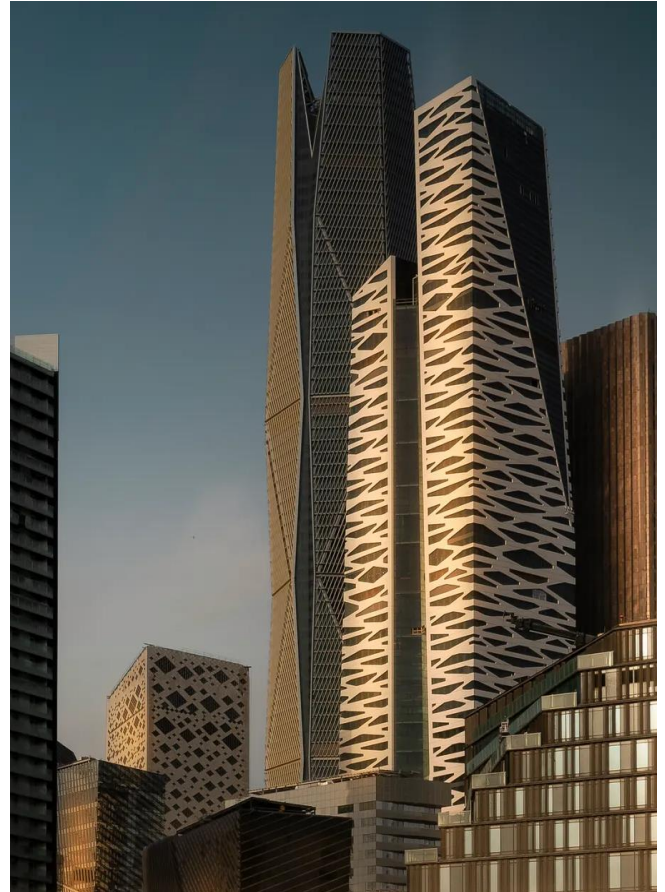


Frequently Asked Questions



What is the required documents to be submitted in an application for an RHQ License

- Copies of at least two commercial registrations or commercial licenses issued in two different countries, excluding the Kingdom of Saudi Arabia and the country in which the headquarters of the Multinational Group is located
- A copy of the applicant's commercial registration or commercial license for the parent company which should be located outside MENA Region
- Global corporate financial statement audited for either the latest finished year or the one before if the most recent one isn't finalized yet
- A completed RHQ License Online Application Form.





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Ministry of Investment



Channels of Support



Channel Support for RHQ Program

Support is integral at every stage of the RHQ program, ensuring a seamless journey from license application to commencing RHQ activities through our various support channels.



MISA One-Stop Shop

MISA's One Stop Shop provides general business support and allows General Managers to handle commercial registration there, eliminating the need to go to the Saudi Chamber of Commerce



Phone Number (Outside the Kingdom):
+966 11 5065777

Tel: 800 2 449990



Email: InvestorCare@misa.gov.sa



RHQ Care

RHQ Care services focus on simplifying business operations for companies, providing expert advice, continuous support, and solutions that save time and money



Phone Number (Outside the Kingdom):
+966 11 5065777

Tel: 800 2 449990



Email: InvestorCare@misa.gov.sa



MISA Call Center

The MISA Call Center offers dedicated support and expert advice for your business needs in the RHQ Program, ensuring you have the required help and information at every stage



Phone Number (Outside the Kingdom):
+966 11 5065777

Tel: 800 2 449990



Email: InvestorCare@misa.gov.sa



MIZA Support

MIZA provides key support and resources, facilitating the establishment and growth of businesses within the RHQ Program



Phone Number (Outside the Kingdom):
+966 11 5065777

Tel: 800 2 449990



Email: Miza@misa.gov.sa

Website: www.investsaudi.sa/en/miza-homepage