Saudi Market Entry Preparation Checklist

Prepare for a Productive Consultation

Entering Saudi Arabia requires careful planning, accurate information, and an understanding of your proposed business activity. Completing this checklist will help Connecting Saudi evaluate your objectives and recommend an appropriate path forward.

You do not need every document before the initial consultation. Provide what is currently available and identify anything still being prepared.

1. Business Overview

Please prepare the following information:

- Proposed company or project name
- Current country of operation
- Website and company profile, if available
- Description of products or services
- Proposed business activities in Saudi Arabia
- Target customers or industries
- Preferred Saudi city or region
- Expected entry date
- Short- and long-term objectives
- Reason for entering the Saudi market

2. Ownership and Management

- Names and nationalities of proposed shareholders
- Individual or corporate ownership structure
- Proposed ownership percentages
- Names of directors or authorized representatives
- Saudi partner information, if applicable
- Existing group-company structure
- Ultimate beneficial-owner information
- Proposed Saudi general manager

If the ownership structure has not yet been decided, make a note of the options you are considering.

3. Documents for Individual Investors

Where applicable, prepare clear copies of:

- Valid passport
- National identification document
- Current residential address
- Professional résumé or business background
- Contact information
- Evidence of relevant qualifications or experience
- Proposed power of attorney, if using a representative

Do not send sensitive personal documents through unverified email addresses, messaging accounts, or intermediaries.

4. Documents for Existing Companies

If a foreign company will own the Saudi entity, the following may be requested during the establishment process:

- Certificate of incorporation
- Commercial registration or equivalent
- Articles or memorandum of association
- Current shareholder register
- Board resolution approving Saudi expansion
- Audited financial statements
- Corporate organizational chart
- Passport or identification of authorized signatories
- Power of attorney
- Company profile and business references

Some documents may later require authentication, legalization, or certified Arabic translation. Confirm the requirements before arranging these services.

5. Financial and Investment Information

- Estimated initial investment
- Available working capital
- Expected operating budget
- Anticipated annual revenue
- Proposed source of funds
- Planned banking requirements
- Expected office, warehouse, or facility costs
- Preliminary financial projections, if available

These figures may be estimates during the initial discussion.

6. Operational Requirements

- Office, retail, warehouse, or industrial-space requirements
- Required equipment or technology
- Import or export requirements
- Local supplier or distributor needs
- Expected contracts or partnerships
- Required professional advisers
- Intellectual-property considerations
- Preferred operational launch date

7. Workforce Planning

- Estimated number of employees
- Required job titles and occupations
- Saudi and international hiring requirements
- Professional, technical, skilled, or general-worker needs
- Anticipated recruitment countries
- Expected hiring schedule
- Management and specialist positions
- Accommodation, transportation, or mobilization needs
- Preliminary salary and benefits structure

Connecting Saudi can assist with international recruitment and workforce planning after understanding the employer's operational requirements.

8. Questions to Consider

Before the consultation, consider asking:

- Which establishment structure may suit our objectives?
- Is full foreign ownership available for our activity?
- Which licenses or approvals may be required?
- What documents should we prepare first?
- What government and third-party costs may apply?
- What is a realistic establishment timeline?
- Will any representative need to visit Saudi Arabia?
- What ongoing compliance obligations should we anticipate?
- What workforce and recruitment requirements may apply?
- What support is available after establishment?

Information to Submit Before Your Consultation

Whenever possible, send:

1. A completed business overview
2. A company profile or résumé
3. A preliminary ownership structure
4. A list of proposed Saudi activities
5. Your expected investment and timeline
6. Your five most important questions

Providing this information in advance allows our team to prepare for a more focused and valuable consultation.

Important Notice

This checklist provides general preparation guidance. Required documents, ownership conditions, licensing procedures, and government requirements vary according to the proposed activity, ownership structure, and current Saudi regulations.

Connecting Saudi provides business advisory and process-coordination services. Formal legal, tax, accounting, and other regulated professional opinions are provided by appropriately licensed specialists. Final decisions and approvals remain with the relevant Saudi authorities.

Ready to Discuss Your Saudi Market Entry?

Contact Connecting Saudi to arrange an initial consultation.

Phone / WhatsApp: +966 56 389 0030
Email: info@connectingsaudi.com
Website: connectingsaudi.com

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