

Saudi company setup checklist

Bring your idea. Understand the route. Prepare for a useful first conversation with DuVolks.

YOUR STARTING POINT

Prepare. Register. Start working.

Owners and activity first; investment registration, company papers and CR next. People, accounts, bank and premises need their own checks.

01 Where MISA fits

For the foreign-company route, MISA investment registration is the investment gateway. Commercial Registration (CR) establishes the business record; banking and operating approvals are separate steps.

02 Your business at a glance

What will the business sell or do? Who will its customers be?

Who will own it? Note the owners' countries and any company already in place.

Where will it operate? What is your intended start date?

Check the route before spending. Tell us if you are a foreign company, an individual, a Saudi or GCC owner, or a Premium Residency holder. The activity and actual owners determine which steps apply. An overseas company alone does not establish eligibility.

03 Get the right papers ready

For an overseas-company setup, begin with these four records. Confirm the exact list before ordering copies, official stamps or translations. A tick means you have a copy to review, not that it has been accepted.

- ☐ Company registration certificate - CR, Certificate of Incorporation or trading licence. Check the registered name, number and current status.
- ☐ Company rules and ownership - Memorandum or Articles of Association. Check owners, shares and management authority.
- ☐ Financial statements - Ask which reporting period and audit requirements apply before arranging records.
- ☐ Authority to act and sign - A Power of Attorney or company decision may be needed. Confirm signatory and powers.

04 Attestation or Apostille?

Apostille route: for eligible public documents where the Convention applies between the issuing country and Saudi Arabia. Obtain it from the issuing country's designated authority instead of embassy or consulate legalisation.

Attestation route: where legalisation is required and the Convention does not apply, complete the issuing country's checks, its Ministry of Foreign Affairs and the Saudi embassy or consulate. Prior notarisation may be needed.

Translation is separate. Confirm the document type, issuing country and receiving authority's requirements before paying for either route.

05 From preparation to operation

An overseas-company example. Some work can overlap. Agree steps and responsibilities for your case. Tick in a PDF reader, or print; save a copy to keep your ticks.

Phase 1 / Prepare the foreign company papers

- ☐ Confirm the activity and proposed owners - Explain the work, ownership and existing company.
- ☐ Agree the document list and signing powers - Identify the records and who must approve or sign them.
- ☐ Complete the official document checks - Arrange the required Apostille or attestation and any translation.

Phase 2 / Register the Saudi company

- ☐ Complete the applicable MISA registration - The investment step for the foreign-company route.
- ☐ Reserve the trade name - Prepare name choices and check reservation requirements.
- ☐ Agree the legal form and company papers - Understand owners' shares, manager's powers and signing authority.
- ☐ Obtain the Commercial Registration (CR) - Keep the final company records and confirm their details.

Phase 3 / Get the business ready to run

- ☐ Confirm the manager's and team's requirements - Check visa, residency, employment and government-account steps.
- ☐ Prepare the bank, address and operating permissions - The bank and relevant authorities carry out their own checks.
- ☐ Agree handover and ongoing responsibilities - Assign renewals, accounting, tax and GRO work as applicable.

Ask for a timing estimate for each phase. Document preparation, authority review and bank checks affect dates. Registration does not mean every operating step is complete.

06 Know what you are agreeing to

Use this beside your proposal. Separate the costs and record what is included.

Registration and platform fees / Which charges apply? For Qiwa, Muqem or Mudad, confirm plan, period, VAT and transaction fees.

DuVolks service fee / What work is included or excluded? How is additional work approved?

Company capital / What amount or evidence is needed? Capital is not a service fee.

Documents and other providers / Who pays for authentication, translation, premises and other outside services?

Running and renewal costs / What repeats? Include people, rent, subscriptions and compliance work.

Keep one-off and recurring costs separate. Record whether VAT is included and who receives each payment. This guide is not a quotation.

07 Before you agree

- ☐ I understand the scope, exclusions and payment stages.
- ☐ I know what I must provide and what DuVolks will coordinate.
- ☐ I know who gives updates and what remains after registration.

My next action / person responsible / target date

08 Sources & next step

Preparation content retained from 19 September 2026. General preparation guide, not an official application list or an approval decision. Confirm current requirements for your case.

[MISA document guidance](#)
[HCCH Apostille Convention](#)

Let's discuss your setup.

Talk to DuVolks



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