

How to Apply for RHQ License

Required Documents:

Make sure you acquired the key documents that will be needed as follow:

- Financial statement of the global corporate audited for year 2021 (2020 in case 2021 is not ready)
- Commercial Registration (CR) or Trading License (TL) for the parent company of RHQ (must be from outside MENA region)
- 2x CRs or TLs from two countries of any entities around the globe other than Saudi Arabia

No need to attest any of these documents but need them in the following conditions:

- All the documents to be either in English or Arabic. If not, please translate them from authorized translators in Saudi Arabia (fast and acceptable by MISA)
- The parent company CR/TL & the 2 CRs/TLs must show connection to the company (name of company in the CR/TL. If not & the CRs/TLs that miss that do not exist in the global corporate financial statement, we'll need a copy of the global corporate AOA as that will show the connection
- If financial statement file is bigger than 2 MB, please attach a snapshot of it instead and send it by email to me

Registration to Portal:

استثمر في السعودية
INVEST SAUDI

Start your investment journey

Registration in MISA E-service :

- Apply for Investment licenses
- Obtain a temporary certificate to submit proposals for government projects
- Benefit from E-services that provided by MISA and other entities.
- Contact us through investor care channels
- Expand your investments

LOGIN

USER NAME*

PASSWORD*

Language **EN** AR

☐ I'm not a robot

CANCEL **LOG IN**

New User? [Register Now](#)

[Forgot your password?](#) | [Trouble logging in?](#) [Contact us](#)

Once the documents are ready, please go to [Login \(investsaudi.sa\)](https://investsaudi.sa) and register a new user name and password in the application portal (use another email username other than the one used when applied for the commercial license).

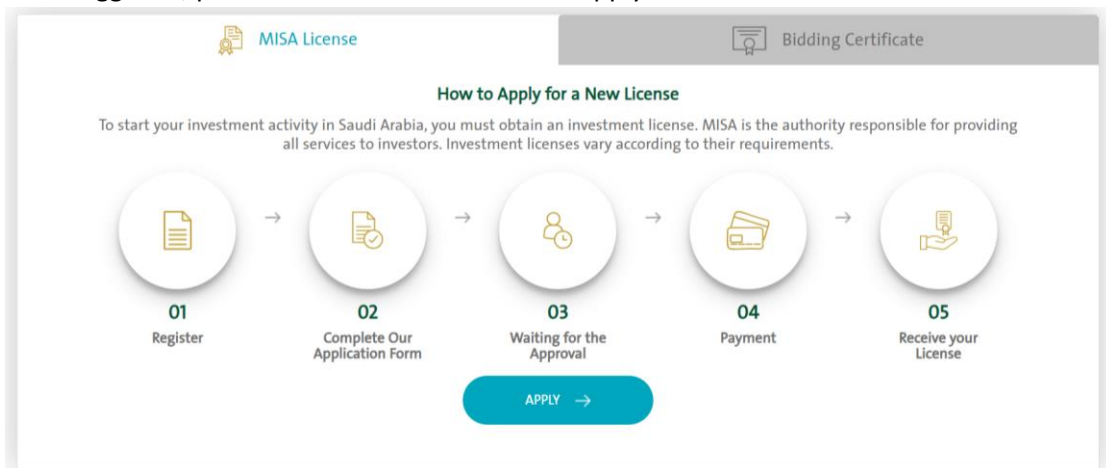
Note: When setting the account using a mobile with a none Saudi number, please contact MISA to support you regarding the OTP of the mobile.

Application Process:

Note: In order to save your progress, you'll need to at least fill the whole page every single field (even partially) and click next to save the information in the page where you can get back to it by clicking the "back" button once needed.

Please follow the below process:

- 1- Once logged in, please scroll down and click the apply button



- 2- A pop-up window will show up with T&Cs of general MISA application. You may download it by pressing the download button. Click accept to proceed

The screenshot shows a 'TERMS & CONDITIONS' pop-up window. It features a warning icon (exclamation mark inside a triangle) at the top left. Below the icon, the text reads: 'Please read the following information before applying:'. There are two numbered points: 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 for the purpose of increasing the benefit. However, the Arabic text of all such regulations and laws shall be the main. At the bottom, there are three buttons: 'DOWNLOAD' (with a download icon), 'CLOSE', and 'ACCEPT'.

- 3- In the new page, make sure you choose the “No” options for the first 2 questions & then from the drop-down list choose “Regional Headquarter license” option

The screenshot shows the 'Entity Information' step of a form. It has four tabs: 'Entity Information' (active), 'Shareholders', 'Contact person', and 'Review'. Below the tabs are two questions with 'YES' and 'NO' buttons:

- Are all your shareholders of GCC nationality? (YES button is selected)
- Do you have an Advance License Number? (YES button is selected)

Below these is a 'License Type' section with a dropdown menu. The dropdown is open, showing 'REGIONAL HEADQUARTERS INVESTMENT LICENSE' as the selected option.

- 4- Upload the documents you prepared in the attachment cells

The screenshot shows the 'Attachment' section of the form. It has a table with four rows, each representing a required document. Each row has a text input field and a blue circular button with a white 'X' icon for uploading a file.

Attachment	File Name
AUDITED FINANCIAL STATEMENTS FOR THE LAST FISCAL YEAR *	RHQ.PDF
COMMERCIAL REGISTRATION OF THE APPLICANT COMPANY *	RHQ.PDF
BRANCH/SUB CR 1 (OTHER THAN APPLICANT COUNTRY/KSA) *	RHQ.PDF
BRANCH/SUB CR 2 (OTHER THAN APPLICANT COUNTRY/KSA) *	RHQ.PDF

NOTE: The file size must be under 2 MB

- 5- Choose the duration of the license (from 1 to 5 years)
 6- Choose at least 3 optional functions by clicking the 3 blue lines. (you may choose more than 3 functions)
 7- Choose all the Strategic directions
 8- Choose all the Management functions
 9- Choose the coverage area “MENA”

The screenshot shows the 'License Information' section of the form. It has four main sections, each with a list of activities to select from:

- RHQ OPTIONAL LICENSE ACTIVITIES (PLEASE SELECT AT LEAST 3 ACTIVITIES) ***
 - Sales and Marketing Support X
 - Financial Management, Foreign Exchange, and Treasury Centre Services X
 - Training Services X
- RHQ STRATEGIC DIRECTION ACTIVITIES (PLEASE SELECT ALL THE ACTIVITIES) ***
 - Formulate and monitor the regional strategy X
 - Coordinate strategic alignment X
 - Embed products and/or services in the region X
 - Review financial performance X
 - Support acquisitions, mergers and divestments X
- RHQ MANAGEMENT FUNCTIONS ACTIVITIES (PLEASE SELECT ALL THE ACTIVITIES) ***
 - Budgeting X
 - Business coordination X
 - Marketing plan for the region X
 - Monitoring of the regional market, competitors, and operations X
 - Business planning X
 - Operational and financial reporting X
 - Identification of new market opportunities X
- GLOBAL PRESENCE OF THE MULTINATIONAL CORPORATION (PLEASE SELECT AT LEAST 1) ***
 - MENA X

- 10- Choose the number of countries where you exist globally
 11- Choose the market value of the global corporate

- 12- Choose the market value of the global corporate for the average last 3 years
- 13- Choose the total asset value for the global corporate
- 14- Choose the number of employees globally
- 15- Choose if you are from the top 500 fortune list or not
- 16- (Base on your choices from 11 to 15, attachment cells will pop up. Please upload the global corporate financial statement there except for number 15 you will upload a snapshot of proof that the company is in the fortune 500 list)

MULTINATIONAL CORPORATION SUBSIDIARIES OR BRANCH PRESENCE*

☐ Less than 5 countries ☐ More than 5 countries ☒ More than 10+ countries

CURRENT MARKET VALUE*

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

AVERAGE 3 YEARS REVENUE*

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

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

- 17- Start the input of the entities that exist in the MENA region for your company. If you only have one entity in the country you may name that entity with the name of your company followed by the country name. Other than that case, you'll have to put the full name of the entities if more than one exists in the same country

ADD NEW BRANCH

* COMPANY

* COUNTRY ▼

* BUSINESS RELATIONSHIP TYPE ▼

* INDUSTRY

* OPERATIONS ▼

* RHQ ACTIVITY PROVIDED

ADD

- 1- Add the entities of the MNC that exist in MENA region (Middle East and North Africa region that is defined in RHQ Service Manual). Please make sure to have one entry for each entity present in MENA with the respective registered company name and country.

- 2- in that particular MENA country.

- 3- , even tough

- 4- For MNCs that have only one entity in one MENA country, please name that entity with the MNC's name followed by the country name - Company cell: <MNC name> <country name>. For MNCs that have two or more entities in one or more MENA countries, please write the full name

- 18- Once done from the entities, start inputting the brands of your company (services or products). Make sure to put the upper level of the brand not the lower one. (the nationality of the brand is going to be the origin country of the company & the MENA question after it put "NA")

- 19- Once done from the brands, start with the estimated cost of the RHQ where if you are using the commercial entity office as the same office of the RHQ then the only thing you will input is the salaries of the employees. The order of data input as follow: write the item name, put the average salary, put the number of people (you may use 15 as a minimum), put 12 as the number of months, 2022 put it 0, 2023 calculate the total salaries for 15 after the 6 months grace period, 2024 calculate the total salaries of 15 for all 12 months. You may add more cost items if needed

ADD ESTIMATED OPERATING COSTS FOR THE RHQ

* ITEM NAME

* UNIT COST

* NUMBER OF UNITS

* COST FREQUENCY

* YEAR 2022

* YEAR 2023

* YEAR 2024

ADD NEW

- 20- Input the desired name in English (please make sure the name has the suffix “Regional HQ”
- 21- Leave the Arabic cell blank
- 22- Input the desired legal structure
- 23- Choose the yes option of multinational company
- 24- Choose a capital of 10,000 SAR
- 25- Put your email
- 26- Put your telephone number
- 27- Put your mobile number
- 28- Put the company’s website

ENTITY NAME IN ENGLISH*

ABC Regional Office

LEGAL STATUS *

Foreign Entity Branch

CAPITAL *

10000

SAR

COUNTRY CODE

966

TELEPHONE *

504987651

WEBSITE*

www.misa.gov.sa

ENTITY NAME IN ARABIC

MULTINATIONAL COMPANY *

Yes

EMAIL *

ahamidaldin@misa.gov.sa

COUNTRY CODE

966

MOBILE PHONE *

504987651

COUNTRY *

Saudi Arabia

- 29- Put the region where you want your RHQ to be placed
- 30- Put the city where you want your RHQ to be placed
- 31- Put the address, PO Box, Postal code for current commercial office (if desired a new office Put 5 zeros for the PO Box & the Postal code. Also put in the address “NA”)
- 32- Expected investment you can put the sum of your RHQ estimated cost for 5 years

REGION * Eastern Province	CITY * Al Dammam
ADDRESS * NA	PO BOX * 00000
POSTAL CODE * 00000	EXPECTED INVESTMENT SPENDING (IN THE NEXT 5 YEARS) * Between SAR 25,000,000 – 50,000,000

33- Add the business activity (only one activity to choose then you will have to tick the small boxes for 4 times. The fifth time a pop-up window will appear showing the T&Cs of the RHQ license. Close it and click next

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

ADD / EDIT ACTIVITIES

CANCEL NEXT

34- The new page is for the shareholder where you have to create a new shareholder as an organization

NEW SHAREHOLDER

New Shareholder

SHAREHOLDER TYPE *

PERSON ORGANIZATION

CANCEL

35- Choose the parent company country

36- Fill the parent company name in English & Arabic

37- Choose its legal status

38- Choose yes for the multinational company

39- Put the CR number of the parent company

40- Put the capital of the parent company

41- Put "100" as the share percentage

USA ▼

ENTER CR NUMBER

VALIDATE CR

ORGANIZATION NAME IN ENGLISH *

ORGANIZATION NAME IN ARABIC *

LEGAL STATUS * ▼

MULTINATIONAL COMPANY * ▼

COMPANY REGISTRATION NUMBER *

PROFESSIONAL LICENSE * ▼

CAPITAL * SAR

SHARES PERCENTAGE * %

42- Choose the business section sand sub section

43- Choose the parent of the parent company name (if parent company is the ultimate one, put it again)

44- Choose country of the parent of the parent company

45- Choose parent company country and city of registration

46- Choose the address, PO Box and Postal code of parent company

47- Choose telephone, mobile and email of parent company (you may use your own)

SECTION * ▼

DIVISION * ▼

PARENT COMPANY NAME * ?

PARENT COMPANY COUNTRY * ▼

COUNTRY OF REGISTRATION * ▼

CITY *

ADDRESS *

PO BOX *

POSTALCODE *

COU... 1

COU... 1

TELEPHONE *

MOBILE PHONE *

EMAIL *

48- Choose website of the company and keep the MOFA field empty

49- Upload the parent company CR and the global corporate financial statement

50- If a law firm is filling the details, please choose “yes” and fill the new fields else keep it “No”

WEBSITE*

MOFA-REQUEST/TRACKING NUMBER ?

Attachments

COMMERCIAL REGISTRATION COPY (HOME COUNTRY)*

LAST YEAR FINANCIAL STATEMENT

NOTE: The file size must be under 2 MB

Delegate Information

Purpose of adding a delegate for the entity ?

Do you want to enter delegate information?

YES

NO

51- Save the details and a table will be created with some details about the parent company. Click the “Next” button.

Entity information

Shareholders

Contact person

Review

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

NEW SHAREHOLDER

BACK

NEXT

52- At the identity type, please choose you ID type (it’s better to choose the Saudi or Iqama or GCC as it will reduce the number of fields to fill since it takes the information from Absher)

53- Fill the ID number and the date of birth and retrieve your information (don’t forget to choose the title of “Mr.” or “Mrs”)

Contact Person

CONTACT PERSON *

Other

IDENTITY TYPE *

Saudi Id

IDENTITY NUMBER

1086099718

DATE OF BIRTH

Jum. II 01, 1399

INPUT VALIDATION

Title*

Mr.

Mrs.

54- Input the nationality, the role & the education

55- Fill the country and the city

56- Fill the address, PO Box, Postal Code

57- Fill the email, telephone number, mobile number then click next

Contact Information

COUNTRY *
Qatar

CITY *
Doha

ADDRESS *
ABC

PO BOX *
0

POSTAL CODE *
00000

COU... TELEPHONE *
966 504987651

COU... MOBILE NUMBER *
966 504987651

EMAIL *
ahamidaldin@misa.gov.sa

BACK

NEXT

58- In the new page, click the “print” button on the right side of the screen and print as PDF to have a documentation of the filled information

Entity Information

Shareholders

Contact person

Review

PRINT

Entity Information

59- Scroll down to the bottom of the page where you will find repeated T&Cs about the RHQ license. Scroll it down till you are able to click the “Accept” button

60- After that, tick the box then click “submit” button

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