

CHECKLIST



For companies expanding into Saudi Arabia, UAE, and the wider Gulf.

LEADERSHIP READINESS

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|--------------------------|---|
| ☐ | Do we know what entity model we're using (mainland, free zone, dual)? |
| ☐ | Have we defined a compliant reporting structure — with a legal local sponsor if required? |
| ☐ | Do our leaders have the decision-making authority they'll need on the ground? |
| ☐ | Are we building from scratch, acquiring, or lifting an existing team? |

LABOR LAW & HR COMPLIANCE

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|--------------------------|--|
| ☐ | Are we clear on mandatory benefits (gratuity, leave, healthcare) in each jurisdiction? |
| ☐ | Do we understand Saudization/Emiratization requirements by role and entity type? |
| ☐ | Are our contracts, probation rules, and termination clauses locally valid? |
| ☐ | Do we need local HRIS/payroll providers, or can we manage centrally? |

HIRING & TALENT STRATEGY

- | | |
|--------------------------|---|
| ☐ | Which roles must be local, and which can be filled regionally or globally? |
| ☐ | Do we know current market rates and compensation expectations by industry? |
| ☐ | Are we set up to sponsor visas and relocate global talent — legally and cost-effectively? |
| ☐ | Do we have a plan to build internal capability vs. relying on external hires? |