



Your Strategic Partner to Saudi Arabia's Economy

EXECUTIVE SUMMARY

Your Strategic Gateway to Saudi Arabia's \$800 Billion Economy

International Standards. Local Expertise. Proven Results.



Transform Your Saudi Market Entry from Complex to Seamless

New Format is the premier business operations partner for international companies entering Saudi Arabia's dynamic market. We combine deep local regulatory expertise with international service standards to deliver comprehensive solutions that eliminate operational complexity and accelerate your path to profitability.

Our Promise: While you focus on growing your business, we handle every aspect of Saudi compliance, from HR and payroll to company setup and ongoing operations.

Why International Companies Choose New Format:

- 100% Compliance Guarantee across all Saudi regulations
- 30% Faster Market Entry compared to industry average
- Zero Administrative Burden on your core team
- 24/7 Local Support with international communication standards

Saudi Market Entry Complexity



International companies face significant operational hurdles when entering Saudi Arabia:

Regulatory Maze: Saudi Arabia's business environment involves complex interactions between multiple government entities (MISA, MOC, GOSI, GAZT) with frequently changing requirements aligned to Vision 2030 initiatives.

Cultural Navigation: Success requires understanding not just legal requirements but cultural nuances that impact everything from hiring practices to client relationships.

Resource Drain: Companies typically spend 6-12 months and significant internal resources just to achieve basic operational compliance, delaying core business activities.

Risk Exposure: Non-compliance penalties can reach hundreds of thousands of riyals, while operational mistakes can damage market reputation permanently.

The Cost of Going It Alone: Companies attempting independent market entry typically experience 40% longer setup times, 60% higher compliance costs, and 25% more regulatory issues in their first year.

New Format's Comprehensive Partnership



We Transform Complexity Into Competitive Advantage

New Format serves as your complete operational backbone in Saudi Arabia, handling every administrative and compliance requirement while you focus on business growth and market capture.

Core Value Proposition

International Standards, Local Mastery: We deliver the service quality and communication standards international companies expect, backed by unmatched local regulatory expertise and cultural understanding.

Complete Operational Coverage: From initial company setup through ongoing HR, payroll, and compliance management, we provide end-to-end solutions that eliminate gaps and reduce vendor management complexity.

Proactive Risk Management: Our systems anticipate regulatory changes and compliance requirements, keeping your business ahead of the curve rather than reactive to problems.

Scalable Partnership: Our services grow with your business, from startup operations to enterprise-scale requirements, ensuring consistent support throughout your Saudi market journey.

Technology-Enabled Excellence

Real-Time Operational Visibility: Our integrated platform provides live dashboards showing compliance status, financial metrics, and operational performance across all service areas.

Automated Compliance Management: Proactive systems monitor regulatory changes and automatically update procedures, ensuring continuous compliance without manual intervention.

Secure Data Management: Enterprise-grade security protecting sensitive business information while providing authorized access for transparency and control.

New Format: Your Strategic Partner for Seamless Business Operations in Saudi Arabia

We believe that every ambitious business, regardless of its size or origin, deserves the opportunity to thrive in the dynamic Saudi Arabian market without being bogged down by operational complexities. We exist to unlock your potential, to free you from the intricate web of HR, payroll, and compliance challenges, allowing you to focus on your core mission: innovation, growth, and making a tangible impact. Our purpose is to transform the daunting into the manageable, to turn regulatory hurdles into stepping stones, and to ensure that your journey in Saudi Arabia is not just successful, but also smooth, efficient, and strategically sound. We are driven by the conviction that when you are unburdened by administrative overhead, your true entrepreneurial spirit can flourish, leading to greater economic contribution and a more vibrant business landscape for all.

We understand the vision that brings foreign companies to Saudi Arabia the promise of Vision 2030, the burgeoning economy, and the vast opportunities. Our 'Why' is deeply rooted in supporting this vision, not just for individual businesses, but for the collective economic prosperity of the Kingdom. We are passionate about facilitating seamless market entry and sustainable growth because we see the ripple effect: successful businesses create jobs, foster innovation, and contribute to a diversified economy. We are not just a service provider; we are a strategic ally committed to your long-term success, ensuring that your operational foundation is as robust as your ambition.

Our mission is to unburden you from operational complexities, allowing you to channel your energy and resources into innovation, expansion, and achieving your core business objectives. We transform potential hurdles into pathways for progress, providing comprehensive, localized solutions that are as robust as your ambitions.

With New Format by your side, you gain a competitive edge, ensuring your journey in Saudi Arabia is not just successful, but also efficient, compliant, and strategically sound.



Our Unwavering Commitment: Expertise, Innovation, and Client-Centricity

Our approach is built on a foundation of unparalleled local expertise, cutting-edge technological innovation, and a deeply client-centric philosophy. We don't just offer services; we deliver meticulously crafted solutions designed to navigate the unique nuances of the Saudi Arabian business environment.

Unrivaled Local Expertise: The Saudi market, with its distinct regulatory framework, cultural considerations, and ambitious Vision 2030 initiatives, demands more than generic solutions. Our team comprises highly experienced professionals with profound, on-the-ground knowledge of Saudi Arabian labor laws, HR regulations, payroll intricacies, and commercial registration processes. We are not merely interpreters of regulations; we are seasoned practitioners who understand their practical application and the evolving market dynamics. This deep-seated local intelligence enables us to proactively identify potential challenges, mitigate risks, and provide forward-thinking guidance, ensuring your operations remain compliant and efficient. We meticulously track every legislative update and policy change, translating complex legal and administrative requirements into clear, actionable strategies for your business. This

localized insight is our most significant asset, directly contributing to your operational resilience and strategic advantage.

Pioneering Technological Innovation: In today's fast-paced digital economy, efficiency, accuracy, and data security are paramount. New Format leverages



state-of-the-art technological platforms to streamline and automate your critical business functions. Our integrated systems provide real-time data analytics, comprehensive reporting capabilities, and unparalleled transparency across all operations. From automated payroll processing that guarantees timely and accurate disbursements to sophisticated compliance management tools that flag potential issues before they escalate, our technology minimizes human error and maximizes operational fluidity. This commitment to technological excellence translates into reduced administrative burdens, more reliable data for informed decision-making, and a secure environment for your sensitive business information. We continuously invest in and adapt to the latest advancements to ensure our solutions consistently remain at the forefront of industry best practices.

Dedicated Client-Centricity: We believe in forging enduring partnerships, not merely executing transactions. Your success is the ultimate measure of our success, and we are unwavering in our dedication to providing personalized support tailored precisely to your unique needs. We commence every engagement by thoroughly understanding your business model, strategic objectives, and specific challenges. This in-depth comprehension allows us to customize our service offerings, delivering bespoke solutions rather than generic packages. Our communication channels are always open, ensuring you have direct access to our experts whenever you require guidance or support. We function as a seamless extension of your team, a trusted advisor committed to your operational excellence and long-term prosperity. This unwavering focus on client satisfaction and personalized service is the cornerstone of the New Format difference.



Proactive Compliance and Risk Management: The regulatory landscape in Saudi Arabia is dynamic and constantly evolving. We don't just react to changes; we anticipate them. Our proactive compliance management system ensures your business remains ahead of the curve. We provide timely updates on legislative amendments, offer targeted training and workshops to your team, and conduct periodic audits to identify and rectify any potential compliance gaps. This foresight minimizes legal risks, prevents costly penalties, and safeguards your reputation in the market, allowing you to operate with confidence and security.



Seamless Integration and Ongoing Support: We understand that transitioning to a new operational partner can be a significant undertaking. Our onboarding process is meticulously designed to be smooth, efficient, and entirely hassle-free. Dedicated support teams guide you through every step, ensuring seamless integration with your existing systems and providing comprehensive training to your staff. Our commitment extends beyond initial setup; we offer continuous, responsive support, with a dedicated account manager serving as your single point of contact for all your needs. With New Format, you experience a partnership built on reliability and unwavering assistance.

Our Comprehensive Solutions: Empowering Your Business Across All Facets

New Format offers an expansive suite of integrated services, meticulously designed to manage the multifaceted operational complexities of your business in Saudi Arabia. This allows you to channel your invaluable time and resources into strategic growth, innovation, and achieving your core business objectives. Our offerings provide end-to-end support, ensuring not only compliance and efficiency but also strategic advantage and complete peace of mind.



HR Management

- Talent acquisition & Saudization support
- Visa, Iqama, and onboarding services
- Labor law compliance & employee relations
- Performance management advisory



Payroll

- Accurate salary calculation & secure disbursement
- GOSI & Zakat / GAZT management
- Detailed payslips & reporting



Company Setup & Compliance

- Full setup with MISA & MOC
- Licensing, PRO services & renewals
- Governance & secretarial services



Debt Collection

- Amicable & legal collection paths
- Debtor tracing & financial assessment
- Compliance-focused recovery process



CSR Contributions

- Vision 2030-aligned CSR planning
- Community engagement & sustainability guidance
- Reporting & compliance advisory



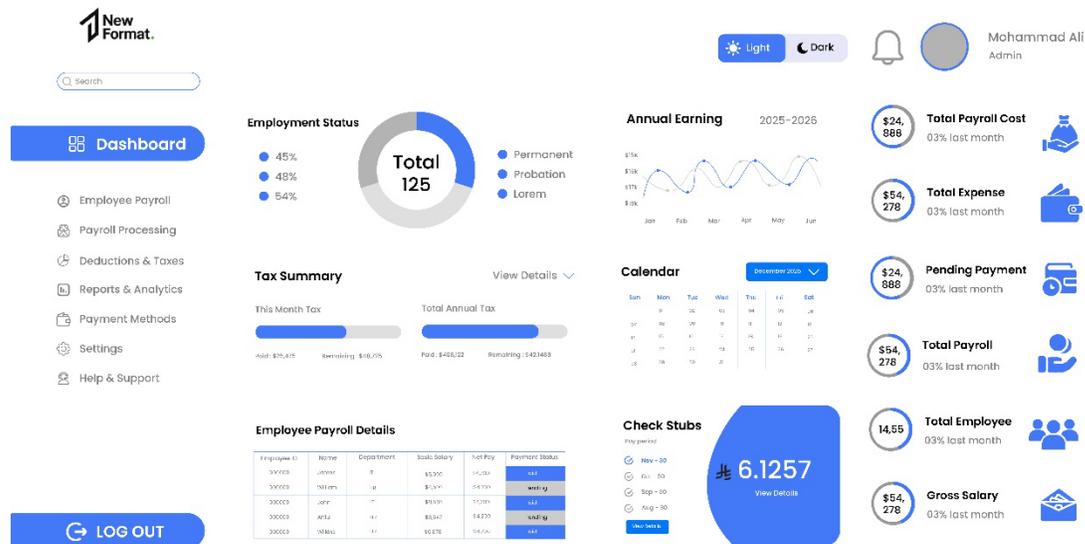
Marketing & BD Support

- Market research & audience insights
- Localization of brand messaging
- BD strategy & digital presence advisory

HR MANAGEMENT & TALENT SOLUTIONS

Building Your Saudi Workforce with Confidence

Our HR services encompass the entire employee lifecycle, from strategic talent acquisition to seamless offboarding, all meticulously tailored to the specific requirements of Saudi labor law and cultural nuances. We recognize that human capital is the cornerstone of your success, and our objective is to empower you to attract, retain, and manage top-tier talent effectively within the Kingdom.



• Strategic Recruitment and Onboarding:

- Comprehensive talent acquisition including job description development, candidate screening, and interview coordination
- Complete visa and Iqama processing for expatriate employees with guaranteed approval timelines
- Saudization compliance strategy and qualified Saudi national recruitment to meet regulatory requirements
- Cultural integration support ensuring smooth team dynamics and productivity

• **Employment Law Compliance**

- Expert guidance on Saudi labor laws ensuring all contracts, policies, and procedures meet current requirements
- Comprehensive advice on working hours, leave entitlements, disciplinary procedures, and termination processes
- Proactive updates on regulatory changes with implementation guidance
- Dispute resolution support minimizing legal risks and maintaining positive employee relations

- **Performance Management and Development Advisory:** We can strategically support the implementation of effective performance appraisal systems, assist in setting clear, measurable goals, and advise on employee development programs. While we focus on advisory rather than direct training, our insights help you cultivate a high-performance culture and ensure your workforce is continuously upskilled and aligned with your strategic objectives.

Payroll Management

Precision, Compliance, and Peace of Mind

Accurate, timely, and fully compliant payroll processing is absolutely critical for both employee satisfaction and stringent regulatory adherence. New Format assumes the entire burden of payroll management, guaranteeing unparalleled precision, unwavering confidentiality, and complete peace of mind.



– **Comprehensive Payroll Processing:**

- Accurate calculation of salaries, allowances, and statutory deductions in full compliance with Saudi regulations
- Advanced systems handling complex payroll structures with guaranteed accuracy and timeliness
- End-of-service benefit calculations and management ensuring employee satisfaction and legal compliance
- Detailed payslip generation with transparent reporting for all employees

– **Social Insurance (GOSI) Management:**

- Expert management of GOSI contributions for both Saudi and expatriate employees
- Complete registration, monthly submissions, and audit support
- Proactive handling of GOSI queries and compliance requirements
- Strategic advice on GOSI optimization for cost management

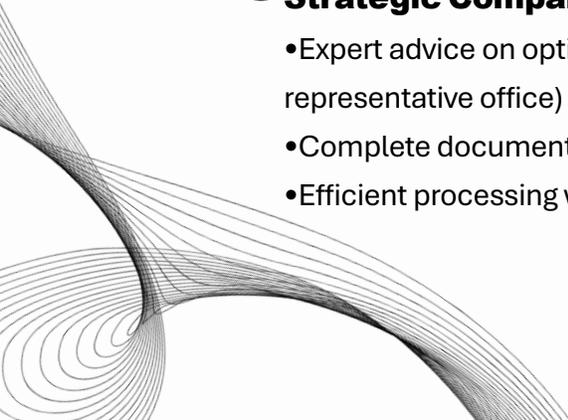
- **Secure Payslip Generation and Distribution:** We generate clear, detailed, and fully compliant payslips for your employees, ensuring complete transparency and efficiently addressing any queries they may have regarding their remuneration.

Business Setup and Corporate Compliance

Your Gateway to the Saudi Market

Establishing a robust presence in a new, complex market like Saudi Arabia can be a formidable undertaking. New Format simplifies this entire process, guiding you meticulously through every step of business registration and ensuring unwavering ongoing corporate compliance.

– **Strategic Company Formation and Registration:**

- Expert advice on optimal legal structure selection (LLC, branch office, representative office)
 - Complete documentation preparation and government liaison services
 - Efficient processing with MISA and MOC for license acquisition and commercial
- 

registration

- Name reservation through final CR certificate issuance with timeline guarantees

– **Licensing and Permits Acquisition:**

- Comprehensive assistance obtaining all required business licenses and permits
- Sector-specific regulatory compliance ensuring full operational authorization
- License renewal management preventing operational disruptions
- Amendment processing for business expansion or changes

- **Government Relations and PRO Services:** Navigating the intricate web of government agencies and bureaucratic processes can be exceptionally time-consuming and challenging. Our expert Public Relations Officer (PRO) services manage all interactions with government departments, including efficient visa processing, residency permit renewals, labor card renewals, and all other government-related formalities, ensuring exceptionally smooth and hassle-free operations.

Debt Collection Services

Protecting Your Financial Health

Effective debt collection is crucial for maintaining healthy cash flow and financial stability. New Format offers professional and compliant debt collection services, ensuring your outstanding dues are recovered efficiently while preserving client relationships where possible.



- **Amicable Collection:** Our initial approach focuses on amicable resolution, utilizing professional communication and negotiation strategies to recover debts without resorting to litigation. We maintain a respectful and persistent approach, aiming for a mutually agreeable settlement.
- **Legal Debt Recovery Support:** Should amicable efforts prove insufficient, we provide comprehensive support for legal debt recovery processes. This includes preparing necessary documentation, liaising with legal counsel, and guiding you through the Saudi legal framework for debt enforcement. We ensure all actions are compliant with local laws and regulations.
- **Debtor Tracing and Analysis:** We employ advanced techniques for debtor tracing and conduct thorough financial analysis to assess the debtor's capacity to pay, informing our collection strategies and maximizing recovery rates.

Corporate Social Responsibility (CSR) Advisory

Building a Sustainable Future

In today's globalized economy, a strong commitment to Corporate Social Responsibility is not just ethical; it's a strategic imperative. New Format provides advisory services to help your business develop and implement impactful CSR initiatives that align with Saudi Vision 2030 and enhance your brand reputation.



- **CSR Strategy Development:** We assist in developing a comprehensive CSR strategy that integrates with your core business objectives and reflects your commitment to social, environmental, and economic sustainability within Saudi Arabia. This includes identifying key impact areas and setting measurable goals.
- **Local Community Engagement:** We guide you in identifying and engaging with local communities and non-profit organizations, facilitating partnerships that create shared value and contribute to the well-being of Saudi society.
- **Sustainability Reporting and Compliance:** We advise on best practices for sustainability reporting, helping you communicate your CSR efforts transparently to stakeholders. We also ensure your CSR initiatives comply with relevant local and international standards.

Marketing and Business Development Support

Amplifying Your Presence

To truly thrive in the Saudi market, a robust marketing and business development strategy is essential. New Format offers support to help you effectively reach your target audience, build brand awareness, and drive business growth.



- **Market Research and Analysis:** We provide in-depth market research to help you understand the Saudi consumer landscape, competitive environment, and emerging trends. This includes identifying target segments, market size, and growth opportunities.
- **Localization of Marketing Strategies:** We advise on adapting your marketing messages and strategies to resonate with the Saudi culture and consumer preferences, ensuring your campaigns are effective and culturally appropriate.
- **Business Development Strategy:** We assist in developing tailored business development strategies to identify and pursue new opportunities, forge strategic partnerships, and expand your market share within Saudi Arabia. This includes identifying potential clients, partners, and distribution channels.
- **Digital Presence Guidance:** We provide guidance on establishing and optimizing your digital presence in Saudi Arabia, including advice on local SEO, social media engagement, and online advertising platforms to maximize your reach and engagement.

Other Specialized Services: Tailored to Your Evolving Needs

New Format is committed to providing flexible and responsive support. Beyond our core offerings, we can also assist with a range of other specialized services, adapting to your unique requirements as your business evolves in Saudi Arabia.

- **Legal Advisory Referrals:** While we do not provide direct legal services, we maintain a strong network of trusted legal partners in Saudi Arabia. We can facilitate referrals to reputable law firms specializing in corporate law, commercial disputes, intellectual property, and other legal areas relevant to your business operations.
- **Financial Advisory Referrals:** Similarly, for complex financial matters beyond our scope, we can connect you with qualified financial advisors, auditors, and tax consultants who possess deep expertise in the Saudi financial landscape.

Why New Format?

Because we don't just process payroll, we remove friction from your operations.

Born in Saudi Arabia, we combine deep local compliance expertise with intelligent, tech-enabled systems to deliver a payroll experience that is:

- Fast
- Fully compliant
- Hassle-free

We act as an extension of your HR and admin function, allowing you to focus on your expertise while we handle the Saudi operational load precisely, reliably, and efficiently.

Association



Our Payroll Solution

We offer a scalable payroll and sponsorship packages that grow with ILF's expanding operations while staying lean, compliant, and cost-efficient.

	 Starter (Up to 8)	 Scale (9 to 40)	 Signature (41+)
Headcount			
Employee/ Month	⌘ 3,399	⌘ 2,949	Custom Quote
Include	<ul style="list-style-type: none"> • Full Payroll Processing (Mudad, WPS, Ajeer, GOSI, Qiwa, Muqem) • Legal Sponsorship & Portal Management • Account Executive • Free Setup & Onboarding • <i>Plant 1 Tree for Every 4 Employees</i> 	<ul style="list-style-type: none"> • Everything in Starter • Fixed-price recruitment • Monthly Ops Compliance Report • Dedicated Account Manager • <i>Government Licensing Follow-up (ZATCA, CR)</i> • <i>Plant 1 Tree for Every 3 Employees</i> 	<ul style="list-style-type: none"> • Everything in Scale • 2 Free PQ (Aramco, NEOM, SEC, etc.) • Dedicated Relationship Manager • <i>Branded Employee Welcome Kit</i> • Custom fixed-rate bulk recruitment • <i>Plant 1 Tree for Every 2 Employees</i>
Add on	<ul style="list-style-type: none"> • fixed-rate recruitment ⌘ 5,999 / successful hire • Custom-branded employee welcome kit starting ⌘ 199 • Participation in CSR activities 	<ul style="list-style-type: none"> • fixed-rate recruitment ⌘ 4,999 / successful hire • fixed-rate Late Invoice Collection 4% • fixed-rate Bad Debt Recovery 9% • fixed-rate client registration ⌘ 3,500 	<ul style="list-style-type: none"> • fixed-rate recruitment ⌘ 4,499 / successful hire • fixed-rate Late Invoice Collection 2.7% • fixed-rate Bad Debt Recovery 7.49% • fixed-rate client registration ⌘ 2,999

Risk-Free Guarantee

Our Confidence Guarantee:

- 30-Day Money-Back Guarantee if you're not completely satisfied
- Compliance Guarantee with full penalty coverage for any compliance failures on our watch
- Service Level Guarantee with specific response times and performance metrics
- Transition Guarantee ensuring smooth handover if you ever choose to change providers

Our Strategic Recommendations

1. Start with a Pilot Group

Launch with a selected group of employees to experience the New Format difference, from onboarding to payroll execution with measurable results from day one.

2. Unlock Full Efficiency with Admin-as-a-Service

Complement payroll with our **Admin-as-a-Service** solution to manage Qiwa, GOSI, Muqem, insurance portals, and employee letters — all under one roof.

3. Tailored Enterprise Support

For larger teams or remote sites, we provide **dedicated account management**, regular reporting, and compliance monitoring to help you stay proactive — not reactive.

By choosing New Format, you are not just selecting a service provider; you are gaining a strategic ally dedicated to your holistic success in Saudi Arabia. We handle the complexities, mitigate the risks, and unlock the opportunities, allowing you to focus on what you do best: innovating, expanding, and achieving your vision for growth in one of the world's most exciting markets.

Take Action Today

Ready to Transform Your Saudi Operations?

We'd be honored to partner with you. Let's begin with a pilot rollout and demonstrate how smart payroll management can reduce risk, save cost, and empower your people.

Let's schedule a kickoff call to move forward

start@newformat.org

www.newformat.org

Don't Let Operational Complexity Delay Your Saudi Success

Every day you delay market entry is revenue lost and competitive advantage surrendered. New Format eliminates the complexity, reduces the risk, and accelerates your path to profitability in Saudi Arabia's dynamic market.

Contact us today to begin your transformation from operational burden to competitive advantage.

Fast. Compliant. Hassle-Free.



Where International Standards Meet Local Expertise

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