

2026 Saudi Commercial Registration Compliance Checklist

Work through this before your next renewal. Every item is something the Ministry of Commerce, a bank, or a government counterparty can ask you to evidence — and the ones companies most often discover too late are marked in section 5.

What changed. Saudi Arabia moved to a single unified Commercial Registration in April 2025, abolishing city-based subsidiary registers. One national CR now covers every region. CR numbers became **permanent** — they no longer expire every five years — but they must be **renewed annually** to stay active. New registrations carry a 10-digit number beginning with 7, and companies may now register and legally use an English trade name.

1 Your registration itself

- ☐ **Confirm you hold one national CR, not several city CRs.**
If subsidiary registers still exist against your entity, they need to be consolidated.
- ☐ **Record your 10-digit CR number and check it begins with 7.**
Older regional numbers are superseded; anything still quoting one is out of date.
- ☐ **Verify the CR status reads active, not lapsed.**
Permanent is not the same as active — a missed annual renewal deactivates it.
- ☐ **Check the registered activities still match what the business actually does.**
Activity codes drive your Saudization quota, your licensing and your permitted contracts.
- ☐ **Confirm the registered address is current.**
A stale national address blocks correspondence and some licence renewals.

2 Annual renewal

- ☐ **Diarise the renewal date, and set the reminder at least 30 days ahead.**
This is the single most common cause of an inactive CR.
- ☐ **Confirm the Chamber of Commerce membership is renewed alongside it.**
Renewal is usually blocked until the chamber subscription is settled.
- ☐ **Clear any outstanding municipality (Baladiya) fees or violations.**
- ☐ **Name one accountable owner for the renewal internally.**
Where a PRO left and nobody inherited the calendar is where lapses happen.

3 Trade name

- ☐ **Decide whether you are using an English trade name officially.**
Permitted under the Trade Names Law — but only once registered and approved.
- ☐ **If yes, confirm it is approved and reflected on the CR itself.**
- ☐ **Align the name used on licences, contracts, invoices and bank accounts.**
A mismatch between the CR name and the bank mandate stalls payments.

4 Documents to keep current

- ☐ Current CR certificate
- ☐ Chamber of Commerce certificate
- ☐ Shareholder and ownership documents, matching the register
- ☐ Trade name approval, where an English name is used
- ☐ Articles of association reflecting the current shareholding
- ☐ Authorised-signatory evidence that matches the bank mandate

5 Registrations that must agree with your CR

- ☐ Ministry of Commerce record and the entity name on it
- ☐ GOSI establishment file
Contribution and Saudization figures are read against the establishment, not the company.
- ☐ Qiwa establishment file and its activity classification
The activity here sets the Nitaqat quota you are actually measured against.
- ☐ ZATCA registration, VAT number and e-invoicing status
- ☐ Muqem / Absher Business access for the current authorised users
Access usually leaves with the person who held it, not with the company.
- ☐ Municipality and Civil Defense certificates for each operating site

6 Mistakes that cost the most

- ☐ Treating "permanent" as "no longer needs attention".
The number is permanent. The registration still lapses without the annual renewal.
- ☐ Leaving the old CR number on contracts and letterheads.
Counterparties and banks increasingly reject documents quoting a superseded number.
- ☐ Using an English name commercially that was never registered.
- ☐ Updating the CR but not the linked files in section 5.
The mismatch surfaces at the worst moment — a visa block, a tender, or an audit.

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