



◆ GUIDE FOR ESTABLISHMENTS · RECURRING OBLIGATIONS CALENDAR

Establishment renewals calendar

The recurring deadlines for private-sector establishments in one table: the Commercial Registration, the Balady licence, work permits, GOSI, Qiwa and the Istirdad initiative. Use the last column to note your establishment's own date.

Saudi Labor Law as amended, in force since 19 February 2025

General calendar for private-sector establishments · General awareness; the official platform is the reference

Obligation	When	Platform	If late, and the source	Your date
Annual confirmation of Commercial Registration (CR) data	Every 12 months from the CR issue date, online. If it is not filed within 90 days of the due date, the registration is suspended after a 14-day warning.	business.sa platform	Suspension also suspends every licence issued for that registration, and the trader's registration is struck off if the year of suspension passes without it being lifted (companies follow a separate rule). Not filing is also a violation with a fine of up to SAR 50,000. Commercial Register Law, Articles 11, 15 and 21.	
Updating CR data	Within 15 days of any change to the registered data.	business.sa platform	A fine of up to SAR 50,000, which may be doubled for a repeat. Commercial Register Law, Articles 10 and 21.	
Renewing the commercial activity licence on Balady	Before the licence expires. Renewal opens 90 days before the expiry date.	Balady platform	The platform warns of a late-renewal fine and asks establishments that do not want to renew to cancel the licence. Requirements differ by activity. Balady: requirements for renewing a commercial activity licence.	
Work permits for non-Saudi workers	Issue the permit within the first 90 days after the worker enters the Kingdom. Renewal opens when 180 days or less remain.	Qiwa	Permits cannot be issued or renewed while the establishment is in the red band, and the employer bears the permit and renewal fees and any late fines the employer causes. Labor Law, Articles 33, 35 and 40.	
GOSI contributions	Monthly, within the 15 days that follow the month the contributions are due for. Report a new or departing worker within the first 15 days of the following month.	GOSI Online	Late-payment fines are counted by the months of delay after the 15-day period, and stop accruing once they reach 100% of the contributions due. GOSI: employer FAQs.	

General awareness, not legal advice. Zainab Alwosaibi is a legal specialist holding a Bachelor of Laws. She is not a licensed lawyer. This file explains published rules in general terms and does not address any individual case. For a specific case: the [Najiz lawyers directory](#).

Official sources: [Commercial Register Law \(Bureau of Experts\)](#) · [Labor Law \(Bureau of Experts\)](#) · [Balady: renewal requirements](#) · [MHRSD: work permit service](#) · [GOSI: employer FAQs](#) · [Monsha'at: Istirdad](#)

Obligation	When	Platform	If late, and the source	Your date
Contract documentation on Qiwa	A continuing obligation with every new or renewed contract.	Qiwa	The Labor Law requires the contract to be written in two copies and documented. The announced targets (85% by 30 April 2026 and 90% by 30 June 2026) have passed; they come from press reports attributing them to the Ministry, and I found no later published target as of 28 September 2026. Labor Law, Article 51.	
The establishment's Nitaqat band	Continuing. The band is shown on Qiwa.	Qiwa	The Ministry may refuse to renew a work permit where the employer breaches the Saudization standards, and permits are not issued or renewed in the red band. Labor Law, Article 35.	
Annual workforce statement	During the month of Muharram each Hijri year. Muharram 1449H begins on about 6 June 2027 on the Umm al-Qura calendar (estimate).	Current channel not verified	A statement of the workers' names, jobs, occupations, wages, ages and nationalities and the work permit numbers of non-Saudis, plus a report on the state of work. Check how to meet this duty with the Ministry on 19911. Labor Law, Article 25.	
Registering for the Istirdad initiative (eligible establishments only)	Registration closes at the end of 2026, so 31 December 2026 at the latest.	Monsha'at initiative page	The initiative refunds government fees paid by new establishments that meet its conditions. It runs until the end of 2028, but registration closes at the end of 2026. Check eligibility with Monsha'at itself. Small and Medium Enterprises General Authority (Monsha'at).	

Before you rely on this calendar

- ◆ I read these dates from the laws and official platforms on 28 September 2026. Platforms and their requirements can change; the official platform is always the reference.
- ◆ The Commercial Registration is no longer renewed as under the old law: an annual confirmation of its data applies since the Commercial Register Law took effect on 3 April 2025.
- ◆ Istirdad eligibility has conditions, among them a valid CR and enterprise size certificate and an activity that started on or after 1 January 2024. Check with Monsha'at before relying on it.

General awareness, not legal advice. Zainab Alwosaibi is a legal specialist holding a Bachelor of Laws. She is not a licensed lawyer. This file explains published rules in general terms and does not address any individual case. For a specific case: the [Najiz lawyers directory](#).

Official sources: [Commercial Register Law \(Bureau of Experts\)](#) · [Labor Law \(Bureau of Experts\)](#) · [Balady: renewal requirements](#) · [MHRSD: work permit service](#) · [GOSI: employer FAQs](#) · [Monsha'at: Istirdad](#)