Judoor

COMPANY PROFILE



# Your peace of mind *is our business.*

From finance and accounting to HR, recruitment, legal and government services, Judoor manages the essential operations behind your business, giving you the confidence and freedom to focus on growth.

Business services in Saudi Arabia · A NAAS Holding company

WHAT WE TAKE ON

# The work *behind the work.*

Every company has it: the accounts, the payroll, the contracts, the renewals, the visas. None of it is why you started, and *all of it has to be right.*

### WITHOUT JUDOOR

- Renewals, filings and deadlines spread across Qiwa (labour), Muqeem (residency), Balady (municipal), GOSI (social insurance) and ZATCA (tax)
- Separate suppliers, or full in-house teams, for finance, HR, legal and government affairs
- Fixed overheads that grow before the business does
- Your own time pulled into paperwork instead of customers

### WITH JUDOOR

- Renewals, filings and deadlines tracked and handled for you
- One coordinated partner across finance, HR, legal and government affairs
- Support sized to your needs, without building full departments
- Your time back for customers, growth and strategic priorities



OUR SERVICES

# What comes *off your desk.*

Seven services, delivered in line with Saudi regulations, with licensed partners wherever the law requires a licence.

*01*

## Finance

THE CHALLENGE

*Decisions are harder when cash, costs and commitments are not clearly in view.*

WHAT WE DO

- Annual budgeting and rolling forecasts
- Cash-flow planning and coordination with your banks
- Supplier payments prepared for your approval and paid from your own bank accounts
- Receivables follow-up, collections and monthly reporting

WHAT YOU GAIN

**A clear picture of your money, so you decide with confidence.**

*02*

## Accounting

THE CHALLENGE

*Books that fall behind become a problem at VAT, zakat and audit time.*

WHAT WE DO

- Bookkeeping and general-ledger maintenance
- Month-end close and account reconciliations
- Financial statements to the standards endorsed by SOCPA
- VAT and zakat returns filed through your own ZATCA account, and e-invoicing (FATOORA) compliance

WHAT YOU GAIN

**Clean books, returns filed on time, and records ready for your auditor or your bank.**

*03*

## Human resources

THE CHALLENGE

*Each government platform has its own rules and deadlines, and errors affect your people.*

WHAT WE DO

- Qiwa, GOSI, Muqeem, Nitaqat and Ajeer
- Payroll and WPS files through Mudad, and end-of-service
- Contracts, onboarding, offboarding and medical insurance
- Policies, performance, training and HR advice

WHAT YOU GAIN

**Payroll paid correctly and on time, complete employee files, and a company in good standing.**

*04*

## Recruitment

THE CHALLENGE

*Hiring takes management time, and the wrong hire is costly.*

WHAT WE DO

- Workforce planning and role definitions
- Job advertising and candidate sourcing
- Screening, assessments and interview coordination
- Reference checks and offer management

WHAT YOU GAIN

**The right person in the role, with less of your management time spent on hiring.**

OUR SERVICES, CONTINUED

# Protected, compliant *and settled.*

The legal, government and relocation work that keeps your company running and your people in place.

*05*

## Legal

THE CHALLENGE

*Contracts, company changes and compliance carry risk when left unchecked.*

WHAT WE DO

- Contract drafting, review and negotiation
- Company formation (including foreign companies), changes and closing
- Governance and compliance
- Employment and real estate matters; IP filings through registered agents; legal advice and disputes through licensed law firm partners

WHAT YOU GAIN

**Contracts you can rely on, and a clear view of your company's legal obligations.**

*06*

## Government affairs

THE CHALLENGE

*A missed renewal or expired permit can hold up visas, payroll and daily operations.*

WHAT WE DO

- Commercial Registration (CR) annual confirmation and amendments, and licence renewals
- Chamber of Commerce membership and National Address
- Work visas through Qiwa; iqamas (residence permits) and exit/re-entry through Muqeem
- Municipal (Balady) and sector permits

WHAT YOU GAIN

**Valid licences and permits, with every renewal date known in advance.**

*07*

## Travel and relocation

THE CHALLENGE

*Bringing people to the Kingdom means visas, housing and schools, all at once.*

WHAT WE DO

- Business travel under one travel policy, booked through licensed travel partners
- Business visit visas
- Housing search through licensed real-estate partners, schools and settling in
- Family visas and residency for dependants

WHAT YOU GAIN

**New employees and their families settled in, without having to work it all out alone.**

## Not sure where to start?

Tell us what is taking up your time, and we will work out the right scope with you.

1. You request a call.
2. We call you at a time that suits you, to understand how your business support runs today.
3. You receive a written proposal with scope, timeline and fees.

**Request a call**
**judoor.sa/contact**

HUMAN RESOURCES IN DETAIL

# Your HR department, *run for you.*

Ten modules covering the full HR cycle in line with Saudi rules. Engage us for the full department, or only the modules you need.

### 01 Government relations

Qiwa, GOSI, Muqeem, visas, Nitaqat and Ajeer

### 02 Payroll and wage protection

Payroll, WPS files through Mudad, GOSI and end-of-service

### 03 Employee lifecycle

Contracts, onboarding, offboarding and medical insurance

### 04 Talent and Saudization

Recruitment, HRDF (Hadaf) support and the Tamheer programme

### 05 HR foundations

Work regulations, structure, and standard or customised policies

### 06 Performance and succession

Performance management, appraisals and succession planning

### 07 Training

Training needs analysis and onboarding programmes

### 08 HR advisory

An advisor on call, HR dashboards and support in labour disputes

### 09 Engagement and wellbeing

Events, engagement programmes and workplace wellbeing

### 10 Business travel and accommodation

Bookings and housing through licensed partners, and a travel policy

HOW WE START

*1*
### Discovery
An HR health check and collection of your data.

*2*
### Onboarding
HR system set-up, platform delegations and a parallel payroll run.

*3*
### Go-live
Your first live payroll, then 30 days of close follow-up.

*4*
### Steady running
A monthly service calendar and a monthly report.

*5*
### Review
A quarterly look at your Nitaqat status and next improvements.

OPTIONAL SERVICES

- Onboarding Elite kit
- Recruitment
- Customised policies
- Structure development
- Customised contracts, with legal counsel
- Medical insurance
- Engagement and travel
- Extra advisory hours

Companies with their own HR team can hand over selected modules only, such as payroll or government relations. Timing depends on your company's size and the state of its records.

OUR ADVANTAGES

# Why choose *Judoor?*

Instead of managing everything internally, or coordinating several service providers, you work with one partner that takes care of what's behind your business.

*01*

## Integrated business support

Multiple essential business functions, from finance and HR to legal and government affairs, managed through one coordinated service relationship.

*02*

## Focus on your core business

The administrative and operational work comes off your desk, so you can concentrate on growth and strategic priorities.

*03*

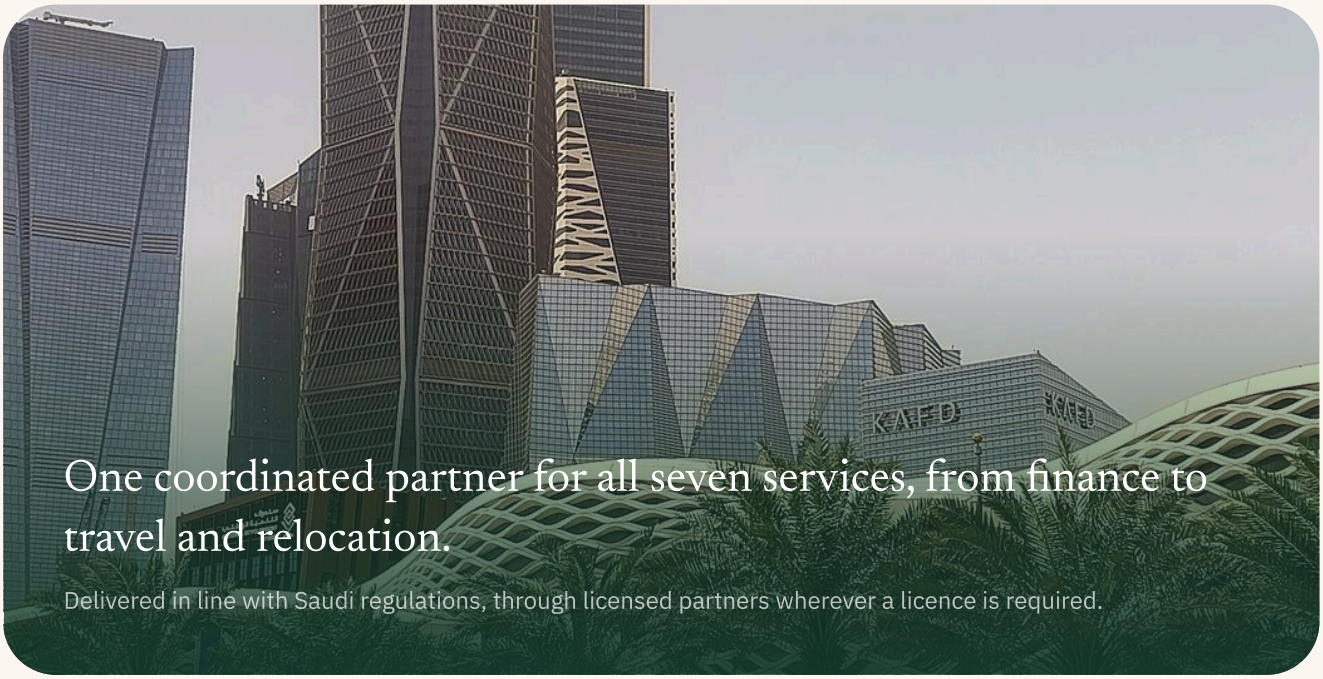
## Operational consistency

Structured processes, clear responsibilities and reliable service delivery, reviewed with you and improved over time.

*04*

## Flexible service model

Engage us for an individual service or a broader combination of business functions, and adjust the scope as your needs change.




One coordinated partner for all seven services, from finance to travel and relocation.

Delivered in line with Saudi regulations, through licensed partners wherever a licence is required.

WHO WE SERVE

# Supporting your business *at every stage.*

Every business has different needs, and those needs change as it grows. We tailor our support to your company's size and stage, so you can focus on running and growing it.

01 Establishment

02 Operations

03 Growth

04 Expansion

01 · ESTABLISHMENT

## Businesses getting started

The right administrative and operational foundations from day one: finance, HR, government procedures and essential support, without the cost and complexity of building full in-house departments.

02 · OPERATIONS

## Micro and small businesses

Essential business functions managed through flexible, cost-efficient support: lower fixed overheads and simpler processes, while you focus on your customers.

03 · GROWTH

## Medium-sized and growing businesses

As operations become more complex, support that scales with you: better efficiency, consistent quality and business continuity, without unnecessary increases in fixed overheads.

04 · EXPANSION

## International companies

Establish, operate and expand in Saudi Arabia with greater ease and confidence. Drawing on the market-entry services within the NAAS Holding group, we take on company registration, government platform registrations, residence permits, relocation, and bookkeeping and VAT from day one.



HOW WE WORK

# A structured way *of working.*

Before we take anything on, we learn how your company actually works. Then we take things over in a planned, structured transition, so your daily operations keep running during the handover.

*1*

## Understand your business

We assess your operations, requirements and priorities.

*2*

## Plan and transition

We agree responsibilities, service scope and a structured onboarding process.

*3*

## Manage and deliver

We manage the agreed functions through defined processes and clear communication.

*4*

## Review and improve

We continuously review service delivery and identify opportunities for improvement.

WHY YOU CAN TRUST US

# What we *stand for.*

### *I* Confidentiality

Our clients' information, records and decisions are handled with care and discretion, with access limited to authorised personnel under Saudi Arabia's Personal Data Protection Law (PDPL).

### *II* Accuracy

Each function is handled by people qualified in it, and we review our work before it reaches our clients. If an error occurs, we say so openly and correct it promptly.

### *III* Compliance

We operate under Saudi laws and regulations. Where a specific licence is required, services are provided through appropriately licensed partners.

### *IV* Integrity

Honest advice and transparent relationships. We tell our clients what they need to know, even when it is not what they want to hear.

### *V* Accountability

Responsibilities and service scope are agreed with each client in writing, and we review the work with them regularly. Judoor is a registered Saudi company and part of NAAS Holding.

### *VI* Responsiveness

Business needs do not always follow a schedule. We respond promptly to urgent matters and keep clear lines of communication.

# Judoor

*A solid foundation for growing businesses.*

TALK TO US

## Let's talk *about your business.*

Tell us what is taking up your time. Here is how we start:

*1*

You request a call, using the code or the address below.

*2*

We call you at a time that suits you, to understand how your business support runs today.

*3*

You receive a written proposal with scope, timeline and fees.

### Request a call

Scan the code, or visit the address below, and tell us when it suits you to talk.

**judoor.sa/contact**

OUR SERVICES

- Finance
- Accounting
- Human resources
- Recruitment
- Legal
- Government affairs
- Travel and relocation

**Verify us**

شركة جذور الحلول لخدمات الأعمال

Limited Liability Company

Commercial Registration · Unified National No.

7055382951

Scan to view the official record at the Saudi Business Center.

**A NAAS Holding company**

naasholding.sa

NAAS Holding · Unified National No. 7055052406