



Human Resources and  
Social Development

وزارة التجارة  
Ministry of Commerce



# Procedural Manual

## for the Saudization Resolution of Accounting Professions

Issued pursuant to Ministerial Resolution No. 103108, dated 26/01/2025.



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# 1. Introduction and Purpose

In collaboration with the Ministry of Commerce, the Ministry of Human Resources and Social Development remains committed to fostering a productive, stable, and stimulating employment environment for Saudi nationals across the Kingdom while enhancing their participation in the labor market. Pursuant to Ministerial Resolution No. 103108, dated 26/01/2025, regarding the adoption of updates to the Procedural Manual for Accounting Professions and the gradual implementation of Saudization for these professions, the Saudization percentage shall be increased progressively up to 70% over five years, starting from 27/10/2025.

The Decree considers the labor market conditions in the targeted professions and activities, as well as the number of job seekers among graduates of relevant specializations. It also considers current students in related fields who are expected to enter the labor market in the coming years. Additionally, the decision reflects an assessment of the private sector's capacity to absorb national talent in professional specializations.

This manual has been developed to clarify all details of the Saudization decision for the targeted professions, including the prescribed percentages, the scope of application, the targeted professions, and the mechanism for calculating the percentage for employees. It also outlines the penalties and explains the support programs provided by the Human Resources system and specialized entities to assist the private sector in implementing the decision. Additionally, it includes answers to the most frequently asked questions.

## 2. Definitions

<b>Saudization Decree</b>	This refers to Ministerial Resolution No. 103108, issued by His Excellency the Minister of Human Resources and Social Development on 26/01/2025, concerning the implementation of the Saudization rate for accounting professions in the private sector.
<b>Saudization Percentage</b>	It is the mandated Saudization rate for accounting professions in accordance with the calculation mechanism specified in this manual.
<b>Establishment:</b>	Any project managed by a natural or legal person who employs one or more workers in return for a wage of any kind.
<b>Accounting Professions</b>	These are all professions classified as Accounting professions under the Saudi Standard Classification of Occupations and targeted for Saudization by the Ministry of Human Resources and Social Development, as detailed in this Procedural Manual.
<b>Enforcement Period</b>	The period in which an establishment shall enforce the Decree; otherwise, the establishment shall face legal actions and penalties in case of noncompliance with the percentage of Saudization of the medical professions. (See Procedures and Penalties).
<b>Grace period</b>	It is the period between the date of publishing the Ministerial Decree and the date of the Decree enforcement. During such period an establishment may do its best for rectifying its status.
<b>Support &amp; Employment</b>	Means the support and employment programs provided by the Human Resources Development system to stimulate and support the sector.
<b>Accounting Firms</b>	These include all certified public accounting offices licensed to operate, as well as professional firms engaged in the practice of accounting and auditing.

## **3. General conditions of the Decree on Saudization**

### **3.1 Imposed Percentage**

This resolution applies to establishments employing five or more workers, with a Saudization rate starting at 40% and gradually increasing to 70% over a four-year period through phased implementation. In the fifth and final phase, the resolution will extend to establishments employing three or four workers, requiring a 30% Saudization rate of the total workforce, in accordance with the job titles and targeted professions outlined in this manual.

### **3.2 Scope of Application of the Decree**

This resolution applies to all private sector establishments operating in the Saudi market that employ five or more workers, and in the fifth and final phase, to establishments employing three or more workers in accounting professions, as specified in the list of targeted professions. If certain accounting professions have been targeted in previous or future resolutions with different Saudization percentages in alignment with labor market changes and needs, the higher Saudization rate shall apply. However, accounting firms shall be subject to Saudization requirements in accordance with the Executive Regulations of the Accounting and Auditing Profession Law, issued under Ministerial Resolution No. 658, dated 14/11/1442 AH.

### **3.3 Professional Accreditation**

Accountants must obtain professional accreditation from the Saudi Organization for Certified Public Accountants. Accountants who are not accredited shall not be counted toward the mandated Saudization percentages.

### **3.4 Minimum Wage for Inclusion in Saudization Calculation**

For a Saudi accountant to be counted toward the mandated Saudization percentage, their registered monthly wage in the Social Insurance (the contributory wage) must not be less than 6,000 SAR for bachelor's degree holders or an equivalent qualification, and 4,500 SAR for diploma holders or an equivalent qualification. A Saudi accountant earning less than these amounts will not be included in the Saudization calculation under this resolution.

### **3.5 Targeted professions:**

The Decree applies to all targeted professions listed in Table 1.

Table 1 Accounting Professions

Occupation code	Profession	Occupation code	Profession
112131	Director of Financial Affairs and Accounting	121101	Finance Manager
1217131	Director of Accounts and Budget	121102	Accounts Manager
1217281	Director of Financial Reporting	121103	Tariff Accounts Manager
1217331	Director of Zakat and Tax Management	121104	Treasury Manager
1217381	Director of Internal Audit	121105	Budget Manager
1217661	Director General of Audit	121106	Audit Manager
2218191	Head of Internal Audit Programs	121107	Internal Audit Manager
2621031	Financial Controller	121113	Collections Manager
2621151	Senior Financial Auditor	121116	Treasury Manager
2621141	Financial Audit Supervisor	241102	Cost Accountant
3621141	Financial Audit Supervisor	241106	Financial Controller
3621151	Senior Financial Auditor	241103	Internal Auditing
2622011	General Accountant	431101	Accounts Clerk
2622021	Cost Accountant	241101	Accountant
2622031	Auditor	241107	Financial Budgeting Specialist
2621081	Internal Auditing	241108	Tax Accounting Specialist
3621012	General Accounting Technician	241105	Certified Public Accountant
3621022	Audit Technician	335202	Tax Officer

3621032	Cost Accounting Technician	331301	Accounting Assistant
4211173	Cost Clerk	241109	Inventory Control Specialist
4211183	Finance Clerk	241110	Warehouse Specialist
4121044	Bookkeeping Clerk	331302	Inventory Controller

### 3.6 Mechanism for Saudization Percentage Calculation

- ✓ The example below illustrates the mechanism for calculating the mandatory Saudization percentages for accounting professions in establishments.

- Distribution of workers in (A) establishment in various occupations:

Profession	Technician	Administrative	Accountant	Cleaner	Receptionist
Employees	23	5	23	5	5

- Total number of accountants across various titles = 23 accountant:

Profession	General Accountant	Cost Accountant	Auditor:	Financial Controller
Saudis	3	0	1	1
Non-Saudi	5	6	4	3

- Example (1): The 40% Saudization rate (Phase One) applies to the establishment for accounting professions (Table 2):

<b>Total number of Saudi accountants in the establishment</b>	5 Accountants
<b>Total number of non-Saudi accountants in the establishment</b>	18 Accountants
<b>Total number of accountants in the establishment</b>	23 Accountants
<b>Applying the Saudization percentage of (40%)(Phase 1)</b>	(Total number of accountants * Saudization percentage) (23 x 40%) = 9.2
<b>Rounding to the nearest integer</b>	9
<b>Required by the establishment</b>	The establishment currently employs five (5) Saudi accountants; therefore, it must replace four (4) non-Saudi accountants with Saudi accountants, bringing the total to nine (9) Saudi accountants out of twenty-three (23) accountants in Phase One to comply with the required Saudization percentage for accounting professions in the establishment.

- Example 2: The 50% Saudization rate (Phase Two) applies to the establishment for accounting professions (Table 3):

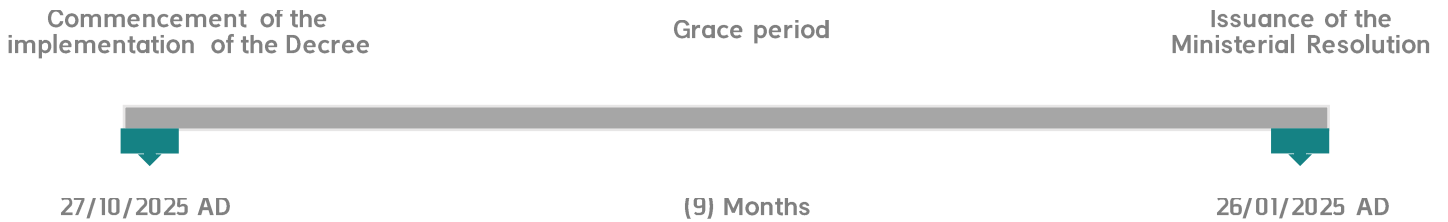
<b>Total number of Saudi accountants in the establishment</b>	9 Accountants
<b>Total number of non-Saudi accountants in the establishment</b>	14 Accountants
<b>Total number of accountants in the establishment</b>	23 Accountants
<b>Applying the Saudization percentage of (50%)(Phase 2)</b>	(Total number of accountants * Saudization percentage) (23 x 50%) = 11.5
<b>Rounding to the nearest integer</b>	12
<b>Required by the establishment</b>	The establishment currently employs nine (9) Saudi accountants; therefore, it must replace three (3) non-Saudi accountants with Saudi accountants, bringing the total to twelve (12) Saudi accountants out of twenty-three (23) accountants in Phase Two to comply with the required Saudization percentage for accounting professions in the establishment.



### 3.7 Date of Decree Enforcement and grace period

#### Grace period

The grace period is the timeframe granted to the establishment to achieve the targeted Saudization percentages, allowing it to meet the specified objectives. Upon the expiration of this period, the penalties stipulated in this manual, in addition to the statutory penalties, will be imposed on all establishments that fail to comply with the required Saudization percentage.

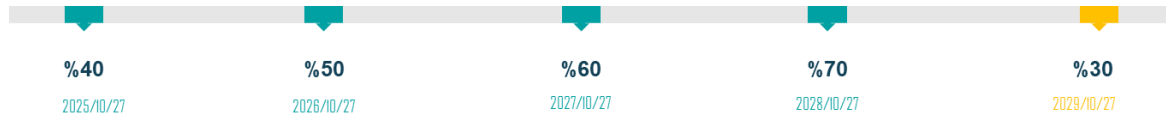


#### Date of application of the Resolution

The mandatory ministerial resolution for the Saudization of accounting professions shall be implemented starting from 27/10/2025, with a gradual application in accordance with the following five phases:

Phase:	Date of Application	Required Percentage	Applicable Establishments
Phase 1:	27/10/2025	40%	Establishments employing five (5) or more accountants in accounting professions.
Phase 2:	27/10/2026	50%	
Phase 3:	27/10/2027	60%	
Phase 4:	27/10/2028	70%	
Phase 5	27/10/2029	30%	Establishments employing three (3) or four (4) accountants in accounting professions.  With the continued implementation of Phase Four for establishments employing five (5) or more workers in accounting professions.

Date of application of the Resolution:



Establishments employing 5 or more accountants in accounting professions.

Establishments employing 3 or 4 accountants in accounting professions. With the continued implementation of Phase Four for establishments employing 5 or more workers in accounting professions.

## **4. Support and Employment Programs**

A package of incentives and support shall be provided for supporting the private sector establishments in the employment of Saudi accountants, including the following programs:

- 1- Supporting recruitment processes and identifying qualified candidates for available positions.
- 2- Providing the necessary support for training and skill development required for Saudi employees.
- 3- Supporting employment and ensuring job stability.
- 4- Making good use of all supporting localization programs available in the system.

## **5. Mechanism for implementing penalties and Legal Actions**

In the event that an establishment fails to comply with the required Saudization percentage or assigns any of the tasks of the Saudized professions to a non-Saudi worker—whether directly or indirectly—under any other job title, the penalties for Saudization violations stipulated in Ministerial Resolution No. 75913, dated 19/05/1445 AH, and Ministerial Resolution No. 44558, dated 03/04/1446 AH, shall be enforced, taking into account any subsequent amendments.

## 6.FAQs

### Is the resolution of localizing professions applied in parallel with Nitaqat?

Yes, the Saudization Decree applies to the targeted professions within the establishment, and the statutory penalties shall be enforced regardless of the establishment's category in the Nitaqat program. The establishment's category in Nitaqat does not impact the calculation of the Saudization percentage for accounting professions.

### Shall the Decree apply to only the job titles or the actual work?

The Decree shall apply to the title job and the actual work.

### Will the Saudization percentage for the accounting professions be adjusted in the future?

The Ministry of Human Resources and Social Development is committed to reducing the unemployment rate and contributing to the provision of suitable job opportunities for citizens through various initiatives. To achieve this, the Ministry periodically reviews the required Saudization percentages by assessing the number of graduates and job seekers, as well as the market's capacity and absorption potential, to ensure the seamless integration of graduates into the labor market.

### What is the calculation mechanism?

Compliance with Saudization percentages is monitored automatically through the system, which applies the calculation based on job titles recorded in the General Organization for Social Insurance (GOSI) database. The system then verifies wages and professional accreditation through technical integration with supervisory authorities. If an establishment fails to comply, penalties will be enforced in accordance with the penalty implementation mechanism and regulatory procedures outlined above.

### Is it possible to benefit from the services of the Ministry of Human Resources and Development during the grace period?

Yes, it is possible to benefit from the Ministry's services during the grace period for accounting professions, even if the required Saudization percentage for this profession has not yet been met.

