**KSA-specific HR document checklist (compiled from authoritative KSA employer guides and GOSI / visa guidance)**

**A. Identity & immigration (must-have for expatriates)**

* Passport copy (photo page). ([GSL Law & Consulting](https://gsl.org/en/offers/obtaining-an-iqama-in-saudi-arabia/?utm_source=chatgpt.com))
* Work visa / residence permit (**Iqama**) copy and iqama number. ([Middle East Briefing](https://www.middleeastbriefing.com/news/saudi-arabia-iqama-residence-permit-what-businesses-need-to-know/?utm_source=chatgpt.com), [RemotePass](https://www.remotepass.com/blog/the-complete-guide-to-iqama-sponsorship?utm_source=chatgpt.com))
* Entry visa / work permit documents (pre-iqama). ([Alpha Service Visa](https://alsvisa.com/saudi-arabia-work-visa/?utm_source=chatgpt.com))
* Passport-size photos (as required for official files). ([GSL Law & Consulting](https://gsl.org/en/offers/obtaining-an-iqama-in-saudi-arabia/?utm_source=chatgpt.com))

**B. Employment contract & offer documents**

* Offer letter / appointment letter (signed). ([EoRiyadh](https://www.eoiriyadh.gov.in/page/saudi-labour-law-basic-points/?utm_source=chatgpt.com" \o "Saudi Labour Law –Basic Points))
* Signed employment contract (Arabic version required — keep Arabic copy; bilingual if available). ([EoRiyadh](https://www.eoiriyadh.gov.in/page/saudi-labour-law-basic-points/?utm_source=chatgpt.com" \o "Saudi Labour Law –Basic Points))
* Job description / role specification.
* Probation agreement / probation confirmation letter.

**C. Legal / compliance registrations (company / government)**

* GOSI (General Organization for Social Insurance) registration proof & GOSI number. ([GOSI](https://www.gosi.gov.sa/GOSIOnline/Registration%26locale%3Den_US?utm_source=chatgpt.com))
* Wage Protection System (WPS) / Mudad payroll compliance proof (payroll enrollment & payment records). ([Setup in Saudi](https://www.setupinsaudi.com/en/news/announcements/top-compliance-considerations-for-foreign-employers-hiring-in-saudi-arabia?utm_source=chatgpt.com))
* Saudization / Nitaqat documentation where relevant (quota / Saudization status). ([Setup in Saudi](https://www.setupinsaudi.com/en/news/announcements/top-compliance-considerations-for-foreign-employers-hiring-in-saudi-arabia?utm_source=chatgpt.com))

**D. Pre-employment checks & certifications**

* Academic certificates (degrees) + attestation copies (if required). ([GSL Law & Consulting](https://gsl.org/en/offers/obtaining-an-iqama-in-saudi-arabia/?utm_source=chatgpt.com))
* Professional licenses / permits (if role requires).
* Police clearance / good conduct certificate (when required by role or sector). ([GSL Law & Consulting](https://gsl.org/en/offers/obtaining-an-iqama-in-saudi-arabia/?utm_source=chatgpt.com))
* Reference / background verification reports.
* Medical fitness certificate (pre-employment medical test). ([Middle East Briefing](https://www.middleeastbriefing.com/news/saudi-arabia-iqama-residence-permit-what-businesses-need-to-know/?utm_source=chatgpt.com))

**E. Personal / onboarding forms**

* New hire personal information form (contact details, emergency contact).
* Bank details form (for salary credit).
* Tax / payroll declarations (any local tax declarations, if applicable).
* Dependants / family information (if employer manages family iqama sponsorship).

**F. Health & insurance**

* Health insurance policy / card (mandatory employer-provided health insurance proof). ([Middle East Briefing](https://www.middleeastbriefing.com/news/saudi-arabia-iqama-residence-permit-what-businesses-need-to-know/?utm_source=chatgpt.com))
* Occupational health / medical records (if role requires ongoing health surveillance).

**G. Payroll & compensation records**

* Salary structure / CTC breakdown (offer & official salary structure).
* Monthly payslips (payroll records).
* Overtime / allowance records.
* GOSI contribution records and statements. ([GOSI](https://www.gosi.gov.sa/GOSIOnline/Registration%26locale%3Den_US?utm_source=chatgpt.com))

**H. Attendance, leave & working hours**

* Attendance records / biometric logs.
* Leave applications & approvals (annual leave, sick leave, maternity/paternity).
* Shift schedules (if shift work).

**I. Performance, training & development**

* Performance appraisal records.
* Training records and certificates (internal & external).
* Promotions, increments, role change letters.

**J. Discipline & legal actions**

* Warnings, disciplinary notices, investigation reports.
* Grievances / complaints filed and their resolution records.
* Any court / labour dispute files.

**K. Separation / exit documents**

* Resignation letter or termination letter.
* Exit interview form / feedback.
* Full & Final settlement statement (F&F).
* No-dues clearance / NOC from departments.
* Experience letter / relieving letter.
* End-of-service benefit calculations and related documents.

**L. Role / sector-specific addenda (examples)**

* Security clearance documents (if required).
* Professional regulatory filings (for healthcare, education, engineering roles).
* Work environment safety certificates / HSE training records.

**M. Miscellaneous & administrative**

* NDA / confidentiality agreements.
* Code of conduct / company policies acknowledgement (signed copies).
* Equipment issuance records (laptop, phone, ID card).
* Employee handbook acknowledgement.
* Company ID / access card records.