



User Manual **Annual Disclosure Form for Regional Headquarters**



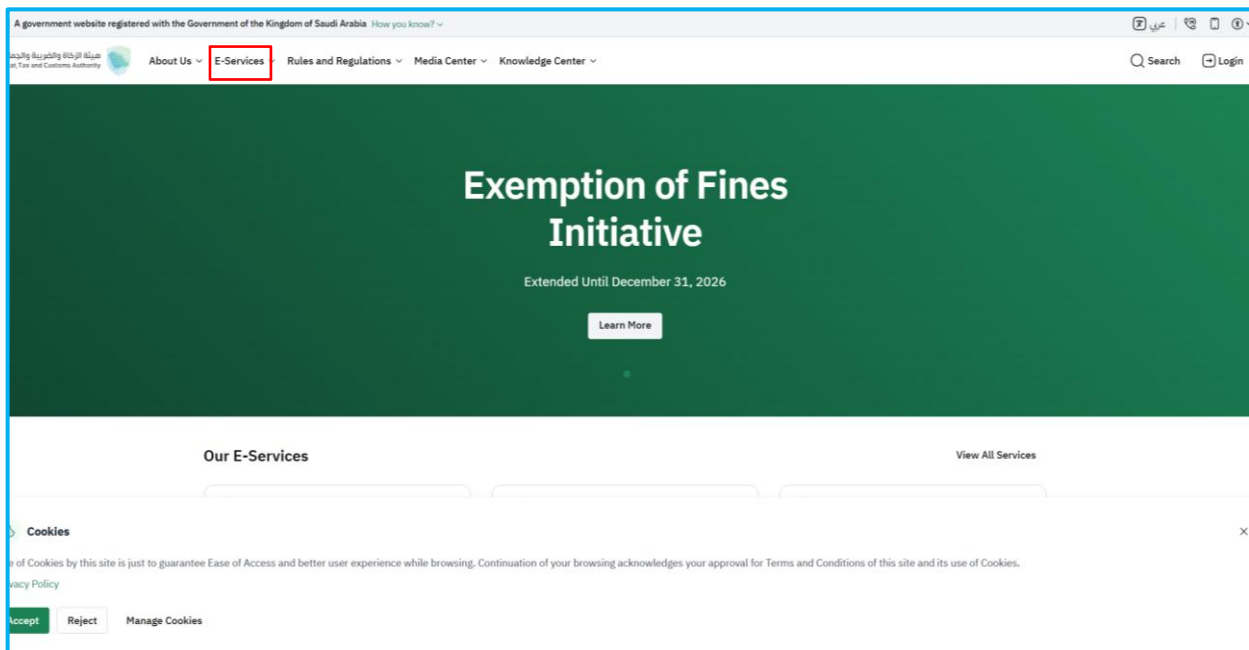
About this Manual

This guide explains the process for submitting the Annual Disclosure Form for Regional Headquarters through the Zakat, Tax and Customs Authority (ZATCA) website.

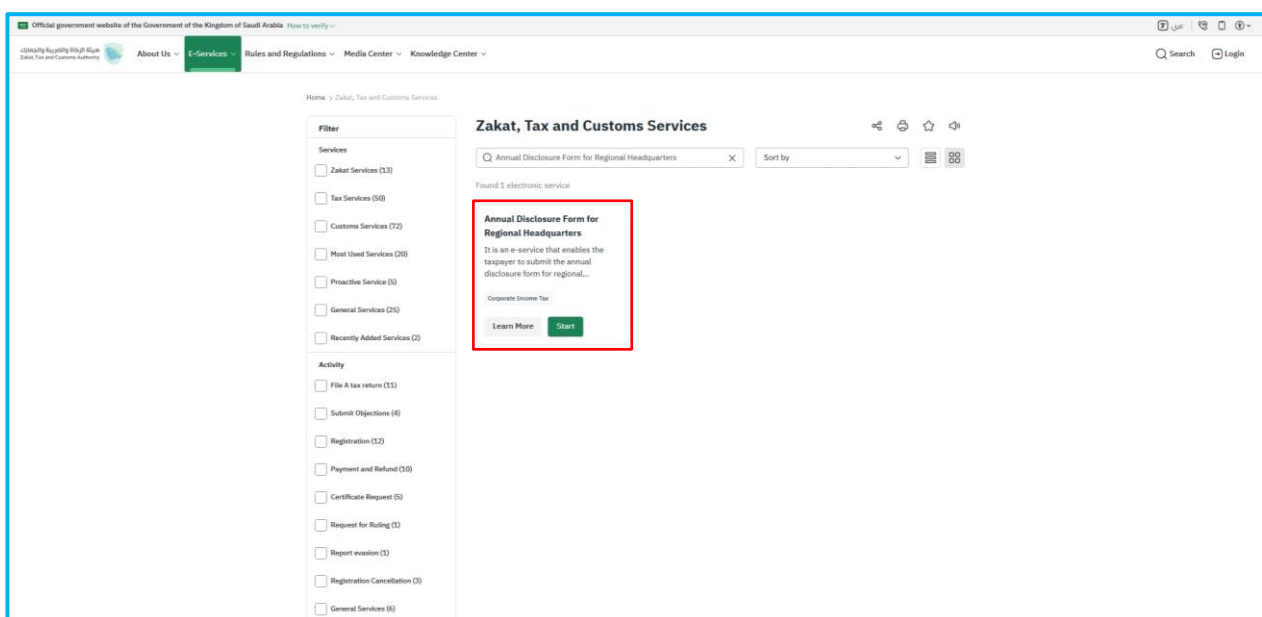


Service Access

- Visit the Authority's official website via the link: <https://zatca.gov.sa>
- Click on "E-Services" from the top menu.



- Search & select the <<Annual Disclosure Form for Regional Headquarters>> service.





- Log in using your Tax Identification Number (TIN), email address, or through the National Single Sign-On (Nafath) platform.

The screenshot shows the official government website of the Government of the Kingdom of Saudi Arabia. The page is titled "Login" and welcomes users to the digital experience of the Zakat, Tax and Customs Authority. It features a sidebar with a building image and the authority's logo. The main content area includes fields for "TIN or Email" and "Password", a "Forgot Password or Username?" link, a "Change Mobile Number?" link, and a "Login" button. Below these, there is a section for "Or Login Via" with a link for "Citizens/ Resident Individuals, Login through Nafath". At the bottom, there are links for "Education Journey", "Information security", and "Privacy Statement".

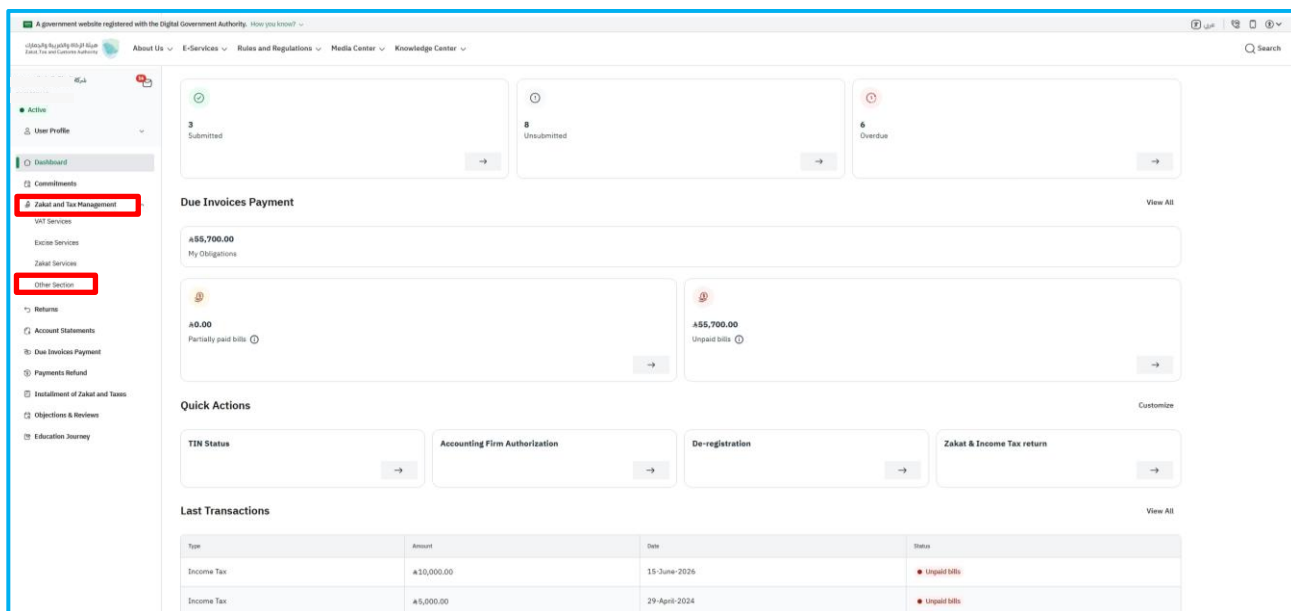
- Enter the verification code sent to your mobile phone via SMS.

The screenshot shows the "Verification Code" page on the official government website. It prompts the user to "Please enter the verification code sent to your mobile". A warning message states: "The account will be locked after three failed verification code attempt". Below this, the "Mobile Number" is displayed as "XXXXXXXXXX3054" with four input boxes for the verification code. The "Code validity" is shown as "1:56". At the bottom, there are "Back" and "Resend code" buttons.

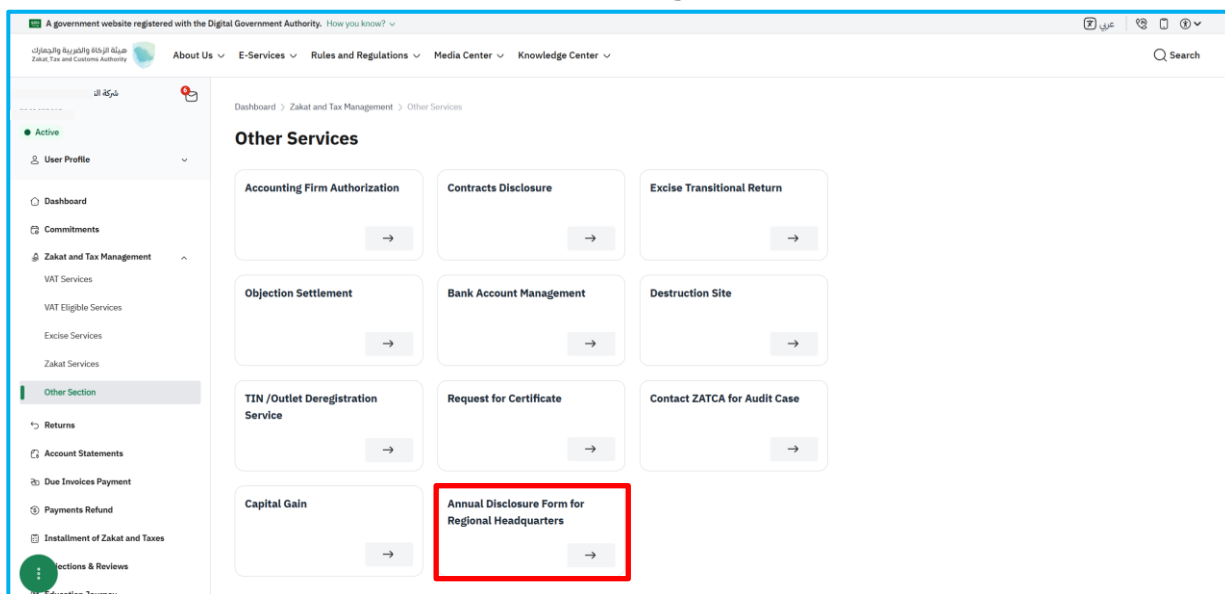


Service Steps

1. From the side menu, select <<Zakat and Tax Management>>, then <<Other Section>>.



2. Select <<Annual Disclosure Form for Regional Headquarters>>.





3. Select the disclosure form you wish to submit.

Annual Disclosure Form For Regional Headquarters

Headquarter Name	Application Number	Period	Status	Actions
شركة النصفة الأخيرة للاستثمار	83000000074	2023	Submitted	
شركة النصفة الأخيرة للاستثمار	83000000075	2024	Submitted	
شركة النصفة الأخيرة للاستثمار	83000000076	2025	Amended	
شركة النصفة الأخيرة للاستثمار	83000000077	2026	Amended	

4. Read the instructions and acknowledge the declaration.

General Information

Please review the details below.

Headquarters Name: TIN Number:

Instructions

Notice:

- This form aims to verify your compliance with the requirements set forth in the Regional Headquarters Tax Rules, issued by ZATCA Board of Directors Resolution No. (24-1-9) dated 04/02/2024, including any subsequent amendments.
- I hereby acknowledge and undertake that I have reviewed the Regional Headquarters Tax Rules and commit to fully complying with their provisions.
- I hereby declare and undertake that all data, information, and documents provided in this form are true, complete, and accurate.

The Zakat, Tax and Customs Authority (ZATCA) reserves the right to request additional documents or information to verify compliance with the provisions of the Regional Headquarters Tax Rules.

☒ I agree to the above.

Continue

5. Add all required contact details to proceed.

Annual Disclosure Form For Regional Headquarters

Contact Details

Please review and confirm the registration details are correct.

* Contact Type:

* Name:

* Email:

* Mobile Number:

* Business Number:

Add New Contact

List of Contacts

Contact Type	Name	Email	Mobile Number	Business Number	Action
Contact Person					



6. Add the required branches.

A government website registered with the Digital Government Authority. How you know?

موقع الحكومة الإلكترونية والمخصصات
Zakat, Tax and Customs Authority

Annual Disclosure Form For Regional Headquarters

Close X

General Information

Contact Details

Headquarters & Branch Locat...

Disclosure of Administrative S...

Executive Management & Nu...

Disclosure of approved main a...

Financial Disclosure

Summary

Headquarters & Branch Location Disclosure

Please review and confirm the registration details are correct.

List of Branches

Branch Name	Headquarters Address	Headquarters Data	Actions
شركة			

Save as Draft

Previous

Next

7. Enter the Board of Directors information and meeting details.

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Zakat, Tax and Customs Authority

Annual Disclosure Form For Regional Headquarters

Close X

General Information

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Headquarters & Branch Locati...

Disclosure of Administrative ...

Executive Management & Nu...

Disclosure of approved main a...

Financial Disclosure

Summary

Disclosure of Administrative Structure and Board Meetings

Please review and confirm the registration details are correct.

Statements of The Board of Directors

* Member Name

Member Name

* Nationality

Nationality

* ID Type

☐ National ID

☐ Iqama ID

☐ GCC ID

* ID Number

ID Number

Add New Statement

Clear

List of Statements of The Board of Directors

Member Name	Nationality	ID Type	ID Number	Actions
	Saudi Arabian	National ID		



8. Enter the <<Executive Management information & the number of employees>>.

A government website registered with the Digital Government Authority. How you know? ✓

Annual Disclosure Form For Regional Headquarters

Close X

General Information

Contact Details

Headquarters & Branch Locati...

Disclosure of Administrative S...

5 Executive Management & Nu...

6 Disclosure of approved main a...

7 Financial Disclosure

8 Summary

Executive Management & Number Employees

Please review and confirm the registration details are correct.

Executive Management

* Employee Name * Nationality

* ID Type

☐ National ID

☐ Iqama ID

☐ GCC ID

* ID Number * Date Of Birth

* Resident in the Kingdom?

☐ Yes

☐ No

[Add New Employee](#) [Clear](#)

List of Employees

Employee Name	Nationality	ID Type	ID Number	Date Of Birth	Resident in the Kingdom?	Actions
	Saudi Arabian	National ID			Yes	

9. Select the mandatory and optional activities from the drop-down list.

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Annual Disclosure Form For Regional Headquarters

Close X

General Information

Contact Details

Headquarters & Branch Locati...

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Executive Management & Nu...

6 Disclosure of approved main ...

7 Financial Disclosure

8 Summary

Disclosure of approved main and optional activities

Please review and confirm the registration details are correct.

* Activity Type

☒ Main Activity

☐ Optional Activity

* Activity Name

[Add New Activity](#)

List of Activities

Activity Type	Activity Name	Actions
Optional Activity	Providing accounting services	⋮
Optional Activity	Providing research and analysis services	⋮
Main Activity	Wholesale of cosmetics and soaps	
Main Activity	Developing and monitoring the regional strategy	⋮



10. Complete the Financial Disclosure section and attach the required supporting documents.

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هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Annual Disclosure Form For Regional Headquarters

Close X

General Information

Contact Details

Headquarters & Branch Locati...

Disclosure of Administrative S...

Executive Management & Nu...

Disclosure of approved main a...

7 Financial Disclosure

8 Summary

Financial Disclosure

Please review and confirm the registration details are correct.

* KSA HQ Owned & Leased Assets ⓘ

5,000,000,000.00

* Total Eligible Revenues for the Disclosure Year

9,000,000,000.00

* Total operating expenses incurred for the disclosure year

40,000,000,000.00

* Total Revenue from Unlicensed Activities ⓘ

800,000,000.00

* Attachments ⓘ

Drag and drop files here to upload

Maximum file size allowed is 10MB, supported file formats include doc, docx, pdf, jpeg, jpg, xls, xlsx

Browse Files

100261003109831.pdf

X

File size is 0.00 MB.

Save as Draft

Previous

Next

11. Review the application summary to verify the information, then click Confirm.

هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Annual Disclosure Form For Regional Headquarters

Close X

General Information

Contact Details

Headquarters & Branch Locati...

Disclosure of Administrative S...

Executive Management & Nu...

Disclosure of approved main a...

Financial Disclosure

8 Summary

Summary

Review all information provided before submitting

General Information

Headquarters Name

TIN Number

License Number

License Status

Active

License Date

Jan 01, 2017

Trade Name

Period

2026-Fiscal Year 2026

Headquarters Activity

Headquarters Activity

Id	Description
464952	

Contact Details

List of Contacts



12. A confirmation message will appear indicating that your application has been submitted successfully, with the option to download the disclosure form.

A government website registered with the Digital Government Authority. How you know? عربي 🔍 🔔 👤

هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Annual Disclosure Form For Regional Headquarters

Close X

✓ General Information

✓ Contact Details

✓ Headquarters & Branch Locati...

✓ Disclosure of Administrative S...

✓ Executive Management & Nu...

✓ Disclosure of approved main a...

✓ Financial Disclosure

8 Summary

Optional Activity	Providing research and analysis services
Main Activity	Wholesale of cosmetics and soaps
Main Activity	Developing and monitoring the regional strategy

activities mentioned in the license?

for the Disclosure Year

Disclosed Activities

40,000,000.00 800,000,000.00

Attachments
100261003109831.pdf

☒ Declaration
I declare that the above information is correct and I am responsible for it.

Save as Draft Previous Submit

✓

Annual Disclosure
Your Annual Disclosure Application Is Submitted Successfully

Name

Application Number

Date

Aug 02, 2026

Download Form

Download Acknowledgement

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Scan this code to view the last
version and all published documents
Or visit our website zatca.gov.sa