



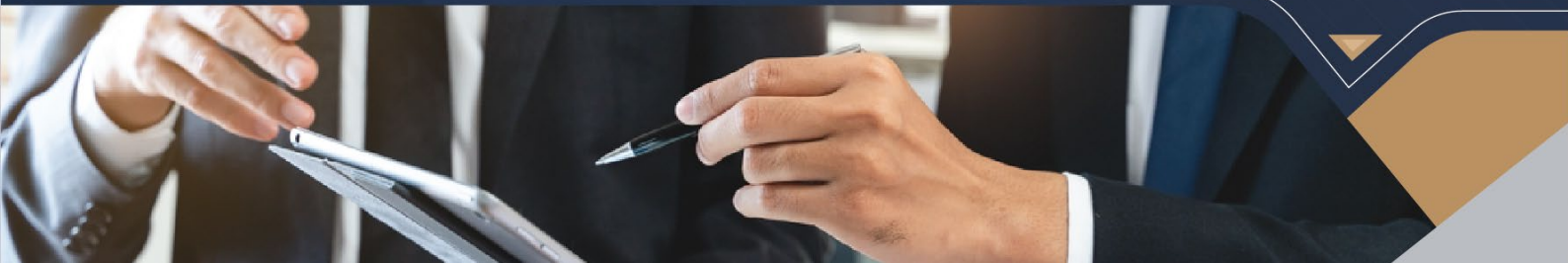
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COMPANY PROFILE

FOR EBC COMPANY FOR MANAGEMENT
CONSULTING AND EXECUTIVE BUSINESS

Services Index





■ Introduction and a Message from Senior

At Executive Business Company (EBC), we believe that building companies is not merely about obtaining a commercial registration or license — it is an integrated process that begins with understanding the idea and ends with establishing a sustainable institutional entity.

◆ **Our mission is clear** : to be the trusted executive partner for every entrepreneur, organization, and investor by providing comprehensive solutions that combine academic knowledge, practical experience, and strict adherence to regulations.



About the Company



- ◆ Executive Business Company (EBC) is a leading Saudi company specializing in management and executive consulting.
- ◆ Officially licensed and operating in accordance with the highest international quality standards.
- ◆ Provides its services to clients across various sectors: commercial, industrial, service, and investment.
- ◆ Combines an experienced team and strategic partnerships to deliver integrated solutions.
- ◆ Operates in alignment with Saudi Vision 2030 and contributes to building a sustainable business environment.



Vision

To be the first choice for companies and entrepreneurs in the fields of establishment, development, and governance within the Kingdom and the region.



Mission

To provide comprehensive executive and consulting services that support company establishment, departmental development, and institutional and digital transformation ensuring sustainable growth for our clients.



Values

- ♦ **Professionalism:** Commitment to scientific and professional standards at every step.
- ♦ **Transparency:** Clarity in processes and assurance of mutual trust.
- ♦ **Innovation:** Delivering creative and practical solutions.
- ♦ **Partnership:** Building long-term relationships based on shared success.
- ♦ **Responsibility:** Upholding integrity and accountability toward our clients and community.



Strategic Objectives



Enable the establishment of startups, medium, and large enterprises.



Enhance institutional compliance through governance systems and policies.



Develop departments (Human Resources – Financial – Operational) to achieve institutional excellence.



Lead digital transformation for companies through modern systems and technologies.



Support clients' regional and international expansion and growth.

Management Services



Management Services

■ Comprehensive Management Consulting

- ◆ Analyze and diagnose the company's current administrative situation, including evaluation of the organizational structure and operational processes.
- ◆ Develop and design organizational and administrative structures that align with the company's size and strategic objectives.
- ◆ Establish unified administrative policies and procedures to ensure operational efficiency and regulatory compliance.
- ◆ Enhance and develop performance evaluation systems, linking them to incentive plans and the achievement of organizational goals.

■ Company Formation, Licensing, and Registration

- ◆ Reserve and issue the trade name through the Ministry of Commerce.
- ◆ Obtain the commercial registration and register with the Chamber of Commerce.
- ◆ Secure the necessary licenses based on the business activity (Municipal, Tourism, Industrial, Health, etc.).
- ◆ Register the company with the Zakat, Tax and Customs Authority (ZATCA).
- ◆ Enroll the company in key government platforms such as Qiwa, Mudad, GOSI, and Etimad.

■ Feasibility Study and Project Development

- ◆ Conduct consulting sessions to understand the client's idea and future goals.
- ◆ Prepare preliminary or detailed feasibility studies according to the nature of the business activity.
- ◆ Determine the optimal legal structure for the company (Establishment – Limited Liability Company – Joint Stock Company – etc.).
- ◆ Transform the idea into a practical and actionable business plan.



■ Corporate Governance and Development of Policies and Regulations

- ◆ Prepare the company's bylaws and internal regulations.
- ◆ Design governance policies in alignment with the Kingdom's regulations and OECD standards.
- ◆ Establish and activate Boards of Directors and specialized committees.
- ◆ Promote a culture of transparency and social responsibility (CSR & ESG).



■ Organizational Structure Design and Development

- ◆ Develop organizational structures that align with the company's size and nature of activity.
- ◆ Define authorities and responsibilities across departments.
- ◆ Create comprehensive job descriptions linked to strategic objectives.
- ◆ Restructure organizations to support expansion and growth plans.

■ Drafting Articles of Association and Partnership Agreements

- ◆ Draft Articles of Association and define the relationships between partners.
- ◆ Prepare partnership and financing agreements.
- ◆ Review agreements to ensure the protection of all parties' rights.
- ◆ Provide accompanying legal consultations.



■ Risk Management and Corporate

- ◆ Conduct comprehensive risk assessments covering operational, financial, and legal aspects.
- ◆ Establish internal control systems and crisis management frameworks.
- ◆ Develop Business Continuity Plans (BCP).
- ◆ Provide periodic reports to the Board of Directors on risks and compliance levels.



■ Change Management and Institutional Transformation

- ◆ Support change and transformation processes within organizations.
- ◆ Implement digital transformation programs and promote institutional innovation.
- ◆ Develop local and regional expansion plans.
- ◆ Accompany clients throughout the journey from establishment to operation and continuous development.

■ Human Resources Development (HR Transformation)

- ◆ Develop labor regulations in accordance with the Saudi Labor Law.
- ◆ Design organizational structures and recruitment programs aligned with market needs.
- ◆ Attract and qualify talents through suitable training programs.
- ◆ Establish a performance evaluation system based on clear KPIs.
- ◆ Promote a healthy and productive work environment in alignment with Saudi Vision 2030.



■ Advanced Financial Management Development

- ◆ Design advanced financial policies to enhance resource utilization efficiency.
- ◆ Manage cash flows and budgets with accuracy and professionalism.
- ◆ Develop accounting and internal control systems.
- ◆ Prepare strategic financial reports to support decision-making.
- ◆ Improve spending efficiency and reduce operational costs.

■ Operational Process Improvement and Digital Transformation

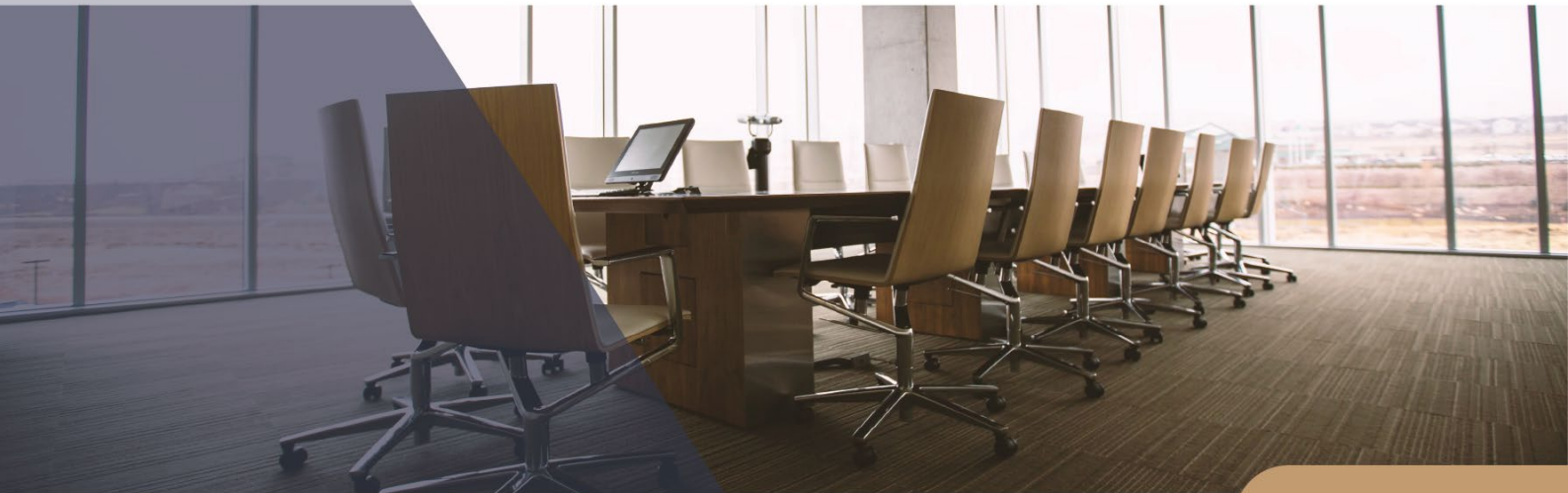
- ◆ Analyze and streamline operational procedures.
- ◆ Automate processes using ERP and CRM systems.
- ◆ Support the implementation of AI technologies in operations and management.
- ◆ Enhance efficiency and minimize human errors.
- ◆ Improve customer experience through advanced digital solutions.

■ **Quality Management and Compliance with International Standards**

- ◆ Implement Total Quality Management (TQM) systems.
- ◆ Obtain ISO certifications in quality and management.
- ◆ Develop quality control policies for every department.
- ◆ Prepare periodic reports to measure institutional quality levels.
- ◆ Promote a culture of continuous improvement within the organization.

■ **Strategic Development and Growth Planning**

- ◆ Develop long-term strategies for local and regional expansion.
- ◆ Design comprehensive business plans for entry into new markets.
- ◆ Strengthen competitive advantage through innovation and sustainability.
- ◆ Support mergers and acquisitions (M&A) for companies.
- ◆ Provide executive support in the implementation of strategies.



Financial and Accounting Services





Financial and Accounting Services

Financial Consulting and Cash Flow Management

- ◆ Provide customized financial solutions tailored to each client's nature and needs.
- ◆ Assist in developing comprehensive financial and investment strategies.
- ◆ Manage cash flows to ensure liquidity and business continuity.
- ◆ Deliver analytical reports that support decision-makers.

Preparation of Financial Statements and Reports (IFRS)

- ◆ Prepare financial statements in accordance with International Financial Reporting Standards (IFRS).
- ◆ Provide periodic financial reports to Boards of Directors and investors.
- ◆ Prepare balance sheets and income statements (profit and loss reports).
- ◆ Analyze financial results and offer development and improvement recommendations.

Economic Feasibility Studies

- ◆ Prepare financial and economic feasibility studies for new projects.
- ◆ Evaluate investment opportunities for existing projects.
- ◆ Provide practical alternatives to support decision-making.
- ◆ Analyze risks and expected returns.



Tax Consulting and Compliance (ZATCA – VAT)

- ◆ Provide consulting services on Zakat, Value Added Tax (VAT), and Income Tax.
- ◆ Register companies with the Zakat, Tax and Customs Authority (ZATCA).
- ◆ Prepare and file monthly and annual Zakat and tax returns.
- ◆ Represent clients before the authority in cases of audit or appeal.

■ Financial Systems Design and Budget

- ◆ Develop integrated financial and administrative systems.
- ◆ Design internal financial policies tailored to company needs.
- ◆ Manage operational and capital budgets.
- ◆ Implement control tools to minimize financial waste and enhance efficiency.

■ Company Formation, Conversion, Valuation, and Mergers

- ◆ Provide regulatory and financial consulting for company formation or conversion.
- ◆ Prepare and amend Articles of Association and bylaws and handle their registration.
- ◆ Arrange share issuance and subscription procedures while strengthening governance.
- ◆ Implement financial and structural restructuring for companies.

■ Administrative and Financial Consulting & Computer Application Services

- ◆ Assess the administrative status of the organization and evaluate its needs.
- ◆ Design accounting and control systems integrated with computer applications.
- ◆ Develop financial software solutions to enhance efficiency and effectiveness.
- ◆ Monitor implementation and conduct periodic performance evaluations.



■ Accounting Services

- ◆ Develop and design accounting policies and procedures.
- ◆ Supervise accounts, conduct annual inventory, and record assets.
- ◆ Audit accounts and submit financial statements through official platforms.
- ◆ Prepare specialized reports and studies that promote transparency and control.

■ Professional Services Related to Zakat, Income Tax, and Value Added Tax (VAT)

- ◆ Prepare and review Zakat and tax returns (monthly and annual).
- ◆ Provide consulting services to minimize tax burdens in compliance with regulations.
- ◆ Register companies with the Zakat, Tax and Customs Authority (ZATCA).
- ◆ Represent clients before the authority in cases of audit or appeal.

■ Auditing and Account Review (External Audit)

- ◆ Examine and evaluate internal control systems to reduce costs.
- ◆ Select audit samples based on precise scientific standards.
- ◆ Conduct financial analyses to ensure the accuracy of results.
- ◆ Prepare the final audit report and provide related consultations.

■ Financial Auditing

- ◆ Collect financial evidence in accordance with international accounting standards.
- ◆ Examine financial statements to ensure their accuracy and fairness.
- ◆ Identify and correct errors or potential risks.
- ◆ Prepare an audit report to enhance credibility and trust.

■ Bookkeeping

- ◆ Record daily financial transactions such as sales and purchases. Track payments and receipts and update records regularly.
- ◆ Use financial data as a basis for preparing financial reports.
- ◆ Support accounting and taxation by providing accurate and reliable data.



Legal Services





Legal Services

■ Legal Representation before Judicial and Arbitration Authorities

- ◆ Plead before courts of all levels and jurisdictions.
- ◆ Represent clients before local and international arbitration bodies.
- ◆ Manage commercial disputes through alternative methods (mediation – conciliation – settlement).
- ◆ Provide enforcement services and follow up on the execution of judicial rulings.

■ Drafting Commercial Contracts and Agreements

- ◆ Prepare and draft all types of contracts (Commercial – Civil – Investment – Employment).
- ◆ Review and audit contracts to ensure clarity of obligations and protection of rights.
- ◆ Negotiate on behalf of the client with other parties.
- ◆ Create flexible contracts that comply with regulations and serve the client's best interests.



■ Comprehensive Legal Consulting

- ◆ Provide legal consultations for companies and individuals across various fields (Commercial – Administrative – Investment).
- ◆ Assist clients in understanding and applying local and international regulations.
- ◆ Offer legal opinions on potential disputes or emerging cases.
- ◆ Ensure full compliance of all client activities with Saudi laws and related regulations.

■ ■ Dispute Management and Resolution

- ◆ Provide practical solutions to prevent disputes before they arise.
- ◆ Manage ongoing disputes using optimal methods to minimize losses.
- ◆ Develop preventive strategies to avoid future conflicts.

■ ■ Executive Legal Programs

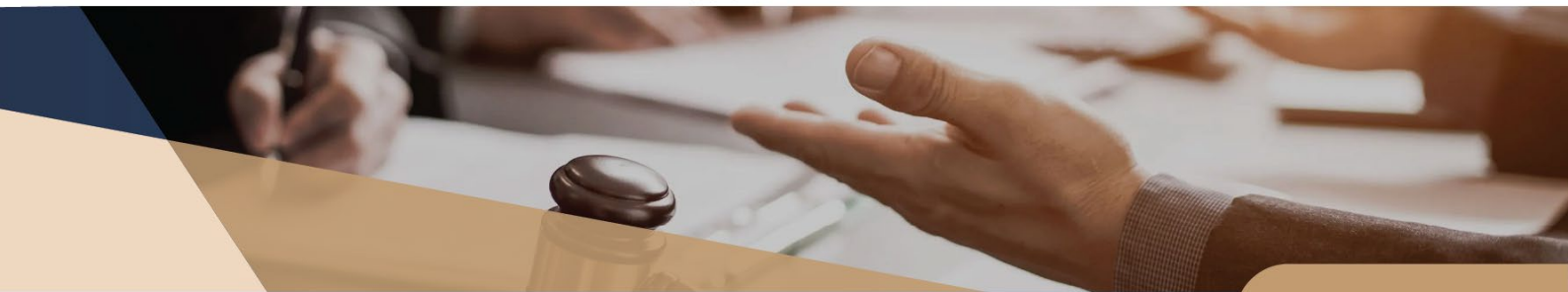
- ◆ Implement legal prevention, maintenance, and restructuring programs.
- ◆ Execute product safety and franchise rights programs.
- ◆ Manage acquisition, sale, and purchase programs for trademarks and brands.
- ◆ Provide clearance, collection, and legal representation services.

■ ■ Legal Affairs

- ◆ Prepare statements of claim for all types of cases.
- ◆ Draft legal memoranda and official settlement documents.
- ◆ Prepare specialized legal and commercial reports and recommendations.
- ◆ Draft legal regulations and procedures related to disputes.

■ ■ Legal Affairs Management

- ◆ Evaluate legal operations and develop administrative procedures.
- ◆ Examine risks associated with commercial papers.
- ◆ Manage contracts and meetings while ensuring regulatory compliance.
- ◆ Design workflow diagrams for contract management processes.





■ Intellectual Property Rights in Saudi Arabia

- ◆ Protect literary and industrial works in accordance with international agreements.
- ◆ Register trademarks with the Ministry of Commerce.
- ◆ Protect copyrights through the Ministry of Culture and Information.
- ◆ Register patents with King Abdulaziz City for Science and Technology (KACST).

■ Trademarks

- ◆ Register trademarks with the Ministry of Commerce.
- ◆ Comply with the Saudi Trademark Law and its executive regulations.
- ◆ Apply the Nice Classification System for goods and services.
- ◆ Follow up on trademark registration procedures locally and internationally.

■ Patents and Designs

- ◆ Register patents through the Gulf and Saudi patent systems.
- ◆ Protect industrial designs and integrated circuits.
- ◆ Obtain protection certificates from King Abdulaziz City for Science and Technology (KACST).
- ◆ Submit official protection applications in the Arabic language.

■ Debt Restructuring and Financial Claims Recovery

- ◆ Analyze debt situations for distressed companies and individuals.
- ◆ Utilize commercial instruments as effective legal guarantees.
- ◆ Apply the Enforcement Law to recover financial rights.
- ◆ Protect the rights of all parties in accordance with modern legal regulations.

■ Tender Regulations

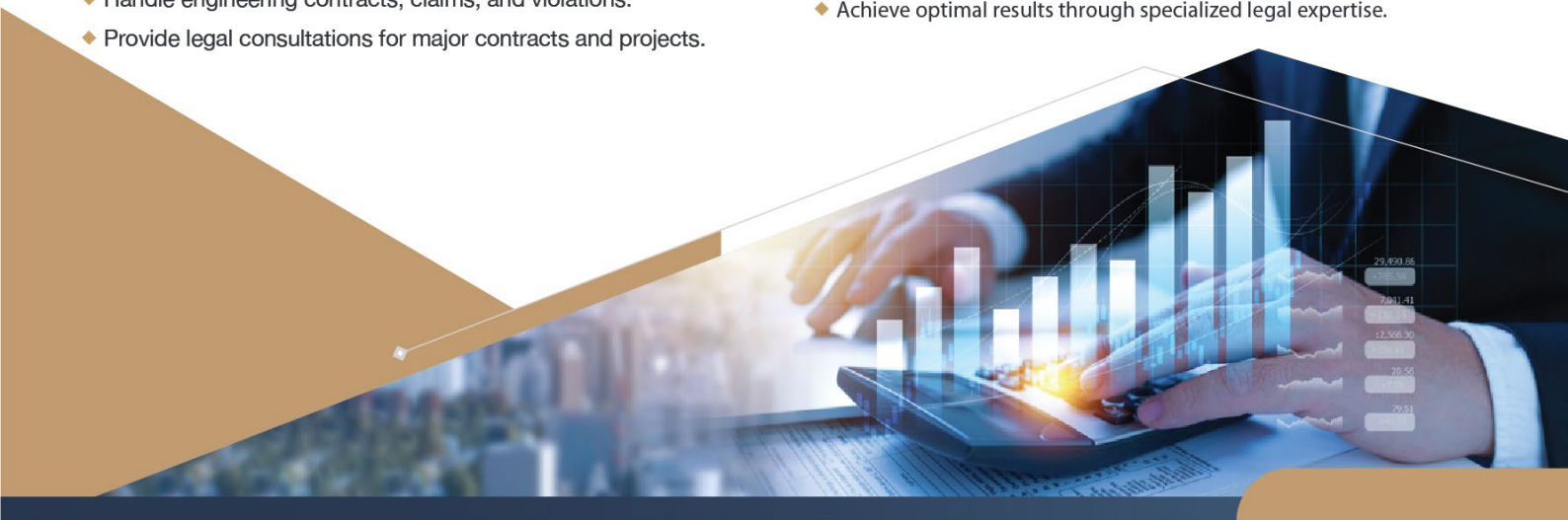
- ◆ Prepare and review tender documents for government and private sectors.
- ◆ Draft general conditions, award letters, and guarantees.
- ◆ Handle engineering contracts, claims, and violations.
- ◆ Provide legal consultations for major contracts and projects.

■ Copyrights

- ◆ Protect literary, artistic, and software works.
- ◆ Ensure legal protection of rights without requiring formal registration.
- ◆ Grant authors full financial and moral rights.
- ◆ Guarantee the author's freedom to publish, modify, or withdraw their works.

■ Collection and Litigation Services for Commercial Instruments

- ◆ Provide amicable solutions for recovering financial rights.
- ◆ Employ peaceful methods through voluntary cooperation between parties.
- ◆ File cases before competent courts when necessary.
- ◆ Achieve optimal results through specialized legal expertise.



■ Franchise (Commercial Franchise)

- ◆ Register franchise agreements with the Ministry of Commerce.
- ◆ Verify the authenticity and authority of the original franchisor.
- ◆ Draft contracts that safeguard the rights of both parties.
- ◆ Provide consulting services to expand foreign investments.



■ Acquisition and Merger Regulations

- ◆ Manage share purchase offers for listed companies.
- ◆ Obtain prior approval from the Capital Market Authority (CMA).
- ◆ Publish the offer document and define the acceptance period.
- ◆ Protect shareholders' interests by ensuring access to necessary information.

■ Legal Due Diligence

- ◆ Review the legal status of target companies.
- ◆ Identify risks and potential issues prior to the transaction.
- ◆ Evaluate documents, contracts, and financial obligations.
- ◆ Provide a comprehensive report to support the acquisition decision.

■ Documentation (Notarization)

- ◆ Manage share purchase offers for listed companies.
- ◆ Obtain prior approval from the Capital Market Authority (CMA).
- ◆ Publish the offer document and define the acceptance period.
- ◆ Protect shareholders' interests by ensuring access to necessary information.

■ Legal Training

- ◆ Design specialized training programs for professional legal teams.
- ◆ Enhance professional competence of lawyers and legal consultants.
- ◆ Provide training on contract drafting and legal pleadings.
- ◆ Qualify legal personnel to stay up to date with the latest laws and regulations.



Executive Services for Quality and Institutional Accreditation



Executive Services for Quality and Institutional Accreditation

■ Total Quality Management (TQM)

- ◆ Implement Total Quality Management (TQM) systems across all company departments.
- ◆ Build a work culture centered on quality and continuous improvement.
- ◆ Integrate quality with performance indicators to achieve institutional excellence.

■ International Accreditation and Compliance Systems

- ◆ Prepare companies to obtain ISO certifications such as (9001 – 14001 – 45001 – 22000).
- ◆ Design systems that comply with local and international standards.
- ◆ Adopt policies that ensure compliance with customer and regulatory requirements.





■ Policy and Procedure Development

- ◆ Develop institutional quality policies in alignment with Saudi regulations.
- ◆ Draft Standard Operating Procedures (SOPs) and operational manuals.
- ◆ Establish quality inspection and control plans across all operations.

■ Internal Audit and Review

- ◆ Conduct periodic reviews of operations and departments to ensure quality compliance.
- ◆ Prepare comprehensive reports highlighting strengths, weaknesses, and recommended improvements.
- ◆ Develop corrective and preventive action plans to avoid recurring issues.

■ Training and Qualification

- ◆ Organize workshops and training programs for employees in quality management fields.
- ◆ Develop qualified personnel capable of leading quality initiatives within the company.
- ◆ Promote a culture of quality commitment across all administrative levels.

Public Services and Government Transactions





Public Services and Government Transactions

■ Lease Contract Preparation and Address Registration

- ◆ Draft and review lease agreements for offices or premises and notarize them through the Ejar platform.
- ◆ Obtain and register the national address and link it to the company's.

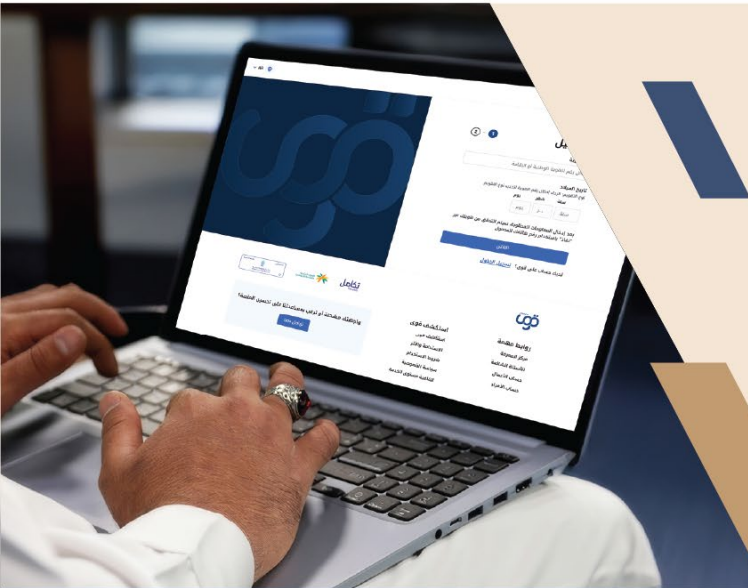
■ Official Establishment

- ◆ Reserve the trade name and issue the commercial registration through the Ministry of Commerce.
- ◆ Register with the Chamber of Commerce.
- ◆ Issue and renew the municipal license.
- ◆ Register with the Zakat, Tax and Customs Authority (ZATCA).
- ◆ Register with the General Organization for Social Insurance (GOSI).
- ◆ Register with the Ministry of Human Resources and Social Development via Qiwa and Mudad platforms.
- ◆ Subscribe to the Etimad platform for government dealings and contracts.



■ Specialized Licenses and Permits

- ◆ Issue and renew industrial licenses through the Ministry of Industry and Mineral Resources.
- ◆ Obtain health licenses from the Ministry of Health or the Saudi Food and Drug Authority (SFDA).
- ◆ Issue tourism licenses through the Ministry of Tourism.
- ◆ Obtain educational and training licenses.
- ◆ Secure permits for professional and consulting activities.
- ◆ Ensure compliance with Civil Defense and safety requirements.
- ◆ Obtain conformity and quality certificates from the Saudi Standards, Metrology and Quality Organization (SASO).



■ Employee and Labor Affairs

- ◆ Issue and renew work permits.
- ◆ Issue and renew residence permits (Iqamas) for non-Saudi employees.
- ◆ Register employees with the General Organization for Social Insurance (GOSI).
- ◆ Upload electronic employment contracts through the Qiwa platform.
- ◆ Manage recruitment requests and issue work visas.



■ Official Certificates and Compliance Requirements

- ◆ Obtain the Zakat and Income Certificate.
- ◆ Obtain the Value Added Tax (VAT) Certificate.
- ◆ Issue the Social Insurance Certificate.
- ◆ Secure a Compliance Certificate from the Ministry of Human Resources.
- ◆ Obtain a Classification Certificate (for contractors and professional firms).
- ◆ Acquire an Environmental Compliance Certificate from the National Center for Environmental Compliance.

■ Intellectual Property and Notarizations

- ◆ Register trademarks.
- ◆ Register patents and intellectual property rights.
- ◆ Notarize commercial agency agreements.
- ◆ Authenticate contracts and powers of attorney through the Ministry of Justice.
- ◆ Update real estate ownership deeds.
- ◆ Notarize minutes of general assemblies and board meetings.

■ Ongoing Follow-up and Operations Management

- ◆ Renew licenses, permits, and registrations on a regular basis.
- ◆ Pay government fees and subscriptions.
- ◆ Follow up on official observations from regulatory authorities.
- ◆ Prepare tender and bid documents for government projects.
- ◆ Manage subscriptions on official platforms (Etimad – Balady – Qiwa – Mudad – Muqeem).



Registration and Service Request Links

Please click on the section you want to go to, and you will be automatically redirected to it

Conclusion

At Executive Business Company (EBC), we don't just establish companies - we build a complete future for our clients.

Your success is our mission, and your sustainability is our vision.



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EBCTEAMS

