



# LAW FIRM PRO- FILE

محامون ومستشارون قانونيون  
Lawyers and Legal Advisers



# INDEX

Who we are .....	01
Vision, Mission, Goals .....	02
Our Services .....	03
Corporate & Enterprise .....	04
Zakat and Tax Disputes .....	05
Real estate wealth .....	05
Labor laws and issues .....	06
Direct foreign investment .....	07
Company liquidation and management .....	07
Inheritance .....	08
Research and Studies .....	08
Oil and gas companies .....	08
Arbitration and mediation .....	09
Drafting contracts and agreements .....	10
Company incorporation services .....	11
E-commerce, IT and intellectual property .....	11
Company Governance .....	12
Implementation of Execution Claims .....	12
Legal representation .....	13
Our professional team .....	15
Partner & Co-founder .....	15
Managing Partner .....	16
Associates .....	17
Execution .....	21
Hotline Services .....	21
Our due diligence .....	22
Clients & Credentials.....	23
Contact us .....	25





# WHO WE ARE

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Abdulrahman bin Saad Altaysan Law Firm (ASAT) is one of the leading firms in the legal profession in the Kingdom of Saudi Arabia located in the Eastern Province. Our team is made up of elite, distinguished professional lawyers and consultants specialising in the various fields - legal, management and finance. We are committed to providing only exceptional services to our clients to ensure their success.

We offer a wide range of services such as are able to deliver preparing draft laws and regulations drafting, drafting governance regulations for listed and unlisted joint stock companies, privatizing public sectors into entities in which the private sectors participate, drafting local and international agreements and contracts. We are also specialised in the fields of petroleum and gas, banking and investment. While also covering finance, intellectual property laws, technology laws, mining and geology laws.

Drafting and developing internal regulations within enterprises, in line with each business practice and the extent of its size -as per the regulations of the Human Resources and Social Development Ministry.

Our team is dedicated to providing services of international standards. In both established and emerging markets, our team are elite professionals and consultants in most areas of law. Through their hard work, we're able to provide our clients with high-quality and professional-performing legal services that serve private companies and government sectors.

The firm has maintained an excellent record in accomplishing legal work within a professional legal team. We have served various clients ranging from government agencies and private entities.

# OUR VISION

At ASAT we strive to become one of the top law firms in the region by continuing to deliver tailored and reliable legal services .

# MISSION

We aim to offer our clients tailored and excellent legal services. We are committed to providing our clients with affordable and customised services.

# GOALS

Our aim is to provide legal services at the highest professional level, capable rendering effective solutions mainly in the following areas:

- Corporate Law.
- Commercial Law.
- Unified industrial organization of the GCC states.
- Law of Trademarks of the Gulf.
- Cooperation Council countries.
- Implementation Regulations for the Law of Trademarks.
- Labour System Regulations.
- Development System.

# OUR SERVICES



Corporate



Zakat & Tax



Real Estate



Labor Laws



Foreign Investment



Company Liquidation



Inheritance



Research & Studies



Arbitration & Mediation



Drafting Contracts



Incorporation



E-commerce



Company Governance



Execution Claims



Legal Representation



Oil & Gas Companies

## **CORPORATE & ENTERPRISE SERVICES**

We provide various services to corporates and enterprises such as:

- Providing legal advice on all business transactions whether internal or with third parties.
- Drafting and reviewing legal documents such as contracts, agreements and clearances.
- Establishing commercial entities from individual companies whether in Saudi, GCC or mixed and the subsequent legal procedures that follow.
- Formulating partners' decisions after understanding and studying the client's request.
- Converting individual institutions into a company or transforming a branch of a company into an independent company.
- Amending and drafting the articles of incorporation and the procedures that follow.
- Commercial agency contracts and franchising services.

## ZAKAT AND TAX DISPUTES

Providing various legal services regarding disputes arising from the implementation of zakat, tax provisions and regulations, and any decisions issued in respect to them. Our services in this field include:

- Examining and analysing the documents for the transaction and identifying the type of work required and the categorising it as per the respective specialization.
- Sorting the transaction documents according to their accounting jurisdiction with the firm's accounting partner.
- Sharing the initial result of the study and analysis according to the accounting reports.
- Initiating the procedures for submitting objections, declarations, or claims to the concerned authorities.
- Representing the client before the General Secretariat of the Zakat, Tax and Customs Committees as required.
- Providing advice on zakat and tax matters for companies, institutions and entities in line with their regulations and interests.
- Choosing the best and most appropriate tax transaction structures for the establishment that ensures the facility's functioning in the best possible way.



## REAL ESTATE WEALTH

As real estate ownership by individuals and businesses increases and develops in the Kingdom, our role in this area is to represent our clients in all real estate services, whether with government agencies, private entities or individuals, including:

- Update the real estate deeds.
- Emptying the real estate deeds.
- Procedures of purchases and sales by proxy.
- Drafting and reviewing lease contracts.
- Auditing lease contracts.





## LABOR LAW AND ISSUES

We provide many legal services to institutions, companies and individuals, and we are interested in the preventive aspect of avoiding conflict. Our services in this area include

- Drafting and reviewing employment contracts of executives, management employees, professionals ... etc., at the Saudi and non-Saudi levels, in proportion to the establishment or individuals.
- Providing labour legal advice on everything related to the human resources departments of the establishments.  
Representing institutions, companies and individuals in disputes arising from
- employment contracts before the Ministry of Human Resources, and then labour courts.
- Drafting and reviewing the company's internal bylaws and regulations.

## **DIRECT FOREIGN INVESTMENT, VENTURE CAPITAL AND SUPPORT FUNDS**

The Kingdom is currently witnessing market developments in attracting foreign investments and entrepreneurs. In line with that, ASAT provides many legal services in the field of direct foreign investment and venture capital investment in various sectors for Saudi and foreign companies. We also provide legal advice to Saudis or international clients by ensuring safe investments that comply with Saudi Arabia's policies and in accordance with international standards, so as to ensure that they protect their assets and rights in general, and develop their investment business to achieve profits and better financial returns. While also providing legal advice to Saudi clients in various commercial transactions in this scope with foreign investors. Our services in this field include

- Drafting and finalizing investment contracts according to the foreign investment system in Saudi Arabia.
- Providing advice on international trade and the resulting disputes.
- Providing advice on investment options and on regulatory issues to establish or modify a foreign investment project.
- Represent clients before the competent authorities in any disputes.
- Legal assistance through government support funds and legally identifying the company's status and preparing relevant documents to be eligible for these funds.

## **COMPANY LIQUIDATION AND MANAGEMENT**

In the liquidation of companies, we first contract with a certified accountant to inspect the company's assets, revenues, expenses, profits and losses. We then use these funds to the company's best interest while ensuring we implement the liquidator tasks which is stipulated in the Companies Law.

## INHERITANCE

We take care of estates and provide a number of services that are either by agreement of the heirs or forcibly through the system. These services include:

- Directing the procedures for division, inventory, and liquidation of inheritances.
- Legal division between the heirs (a consensual division or, if the case requires, a forced division).
- Drafting exit contracts and concessions according to regulations in force.
- Formulation and implementation of wills.
- Initiating the procedures of judicial custody.

## RESEARCH AND STUDIES

Research and studies service is provided to our clients inside and outside the Kingdom of Saudi Arabia, according to the type of research or study requirement from the client and to the following procedures:

- Communication is made by the client, requesting research or study, after which all questions relating to this type of research or study are directed to be exhaustive of all client inquiries.
- Initiate research and investigation regarding research or study of regulations and procedures and how they are applied and adapted to their subject matter.
- Analyzing information on the subject of the research or study and formatting it to a structure that is understood by the client.
- Editing the first draft of the research or study after collecting the necessary and sufficient information for its preparation.
- Providing the client with the first draft of the research or study after editing and amending the notes, if any.
- After final approval by the client on the draft of the research or study, it is presented in a comprehensive design.

## OIL & GAS COMPANIES

A huge part of Saudi Arabia's economy is made up of the oil and gas industry which has granted us opportunity to work with various companies in the field. Our cofounder and partner worked as a legal advisor in the field, his experience in the field was derived from his master's degree which he acquired from the UC Davis, US. We have represented many clients in the field in various settlement, arbitration and trial and cases. Many of the services we provide are directly linked to the field such as drafting of labor, leasing and drilling contracts as well managing issues regarding importing and exporting oil and gas services. Our team is also well versed and experienced in the Maritime law.

## ARBITRATION AND MEDIATION

It is widely known that justice systems vary in sentencing between the public and the private courts through some forms, such as arbitration and mediation. Arbitration and mediation had been one of the most popular alternatives in recent times and the most important model of the private judiciary.

We, therefore, seek to provide the best services for arbitration and mediation of all kinds by legally representing our clients as lawyers, arbitrators, or mediators in the proceedings. These services include:

- Our firm has previous experiences in managing arbitration sessions and acting as arbitrators in cases, by presenting it to the client or the service requester while taking all the most professional and considered means.
- Representation of clients in an arbitration dispute starting from the filing of an application for appointment of an arbitrator in the appeal courts specialized in the type of case and other requirements of the proceedings through arbitration (notice of arbitration, arbitration regulations, etc.) as well as drafting of the arbitration clause.
- Conduct mediation sessions and act as a mediator in the conflict by providing a safe environment in which to discuss their disputes and differences in full privacy, as well as contributing to the identification of points of disagreement, focusing on resolving them and reaching a mutually satisfactory settlement
- Representing clients in mediation sessions as legal representatives before the mediator.
- Drafting the case sheets and response notes for arbitration cases.



## DRAFTING CONTRACTS AND AGREEMENTS

Our team consists of highly qualified lawyers and consultants, through which we are able to provide services for drafting/reviewing contracts and agreements, auditing them, and ensuring their integrity in terms of legitimacy and regulation and their relevancy through their practice, which is by following the following procedures:

- Meeting with the client and understanding key points from the contractual perspective that they wish to conclude or scrutinize with the other party or parties. Determining the appropriate type of contract to be concluded between the two parties, such as but not limited to "supply contract - import and export contract - operating contract - etc.."
- Specifying and detailing the obligations of both parties to the contract and their joint obligations.
- Review the rules and regulations related to the subject of the contract and ensure the integrity of the obligations of the parties.
- Revising and drafting the first draft of the contract, and providing it to the client for any amendments, if any.
- After the client approves the final draft contract, it will be reviewed, and its final draft will be shared with the client.
- Documenting the contract through the competent authorities, such as the "Chamber of Commerce - Lawyers Association"



## COMPANY INCORPORATION SERVICES

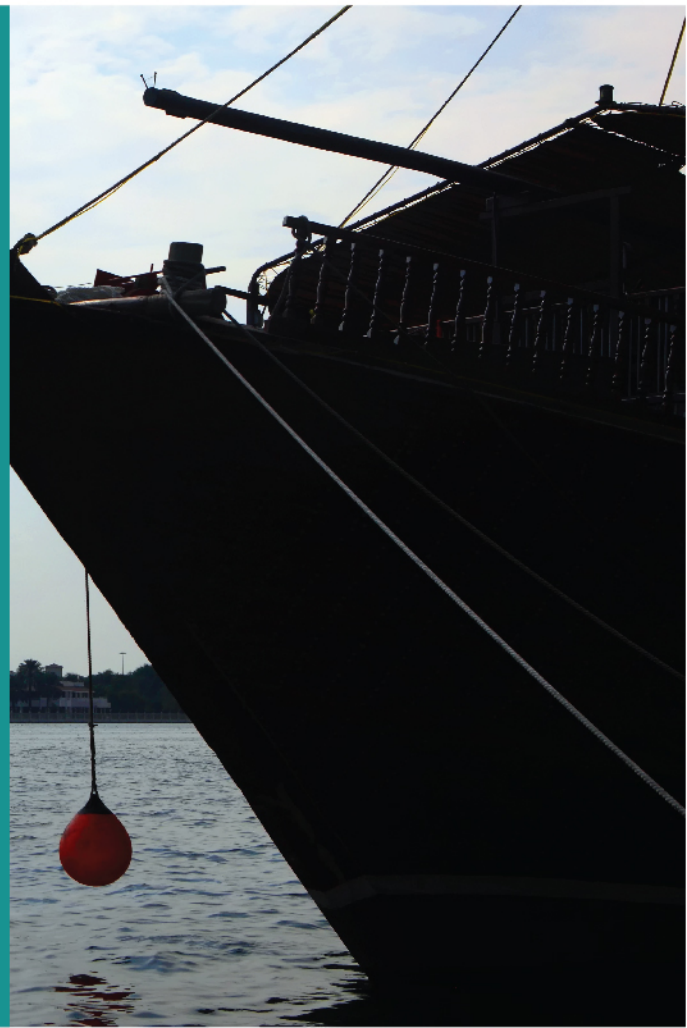
We have sufficient experience that qualifies us to establish companies by having a good understanding of the purpose of the partnership.

- Drafting letters of intent in order to identify the goals and activities of the partners through the entity to be established.
- Once the intent phase is completed, a Partner Agreement must be drafted, which assists in clarifying the partners' obligations and regulates the financial and operational process in a clear way that facilitates the establishment and authentication of the Company through formal methods.
- The type of company shall be determined on the basis of the activity and the relationship of the partners. The contract of incorporation shall be then drafted and documented with the Ministry of Commerce or Investment as per the type of company, activity, partners, etc
- These procedures shall end with the issuance of the company's commercial registration, ensuring that all statutory items are finalised and the documents handed over to the client.

## E-COMMERCE, IT AND INTELLECTUAL PROPERTY SERVICES

With the continuous development of technology, we are devoted to keeping pace with the development of commercial transactions. We provide legal services in the field of electronic commerce for small, emerging, and large enterprises.

Providing useful advice on the safe establishment of e-commerce businesses and their regulations.



## **CORPORATE GOVERNANCE**

We provide various legal services in the field of governance in accordance with the Companies Law and the Capital Market Authority. Services in this field include the following:

- Drafting corporate governance development plans.
- Developing the appropriate organizational structure for the company in line with the company's activities and objectives.
- Contribute to the preparation of the annual reports of the Board of Directors by following the standards of governance.
- Setting the company's powers of directors
- Preparing internal policies and regulations, including the list of remuneration and nomination committees, audit committees and executive committees.
- Ensuring the client's application of all aspects of corporate disclosure and transparency

## **IMPLEMENTATION OF DISPUTE REQUESTS**

The execution of all commercial papers, bonds, judgements and domestic legal decisions issued by a foreign country, in addition to the representation of clients in executive disputes.

- Submitting regulations objecting to requests implementation or decisions issued.
- Submitting requests for execution of judgments issued by the courts of the first instance, appeal and higher.
- Follow-up requests on a regular basis and provides all possible solutions to fulfil clients' rights under the final judicial rulings.
- Submitting additional requests to the existing execution requests to ensure the process is expedited.

## LEGAL REPRESENTATION BEFORE THE COMPETENT JUDICIAL AUTHORITIES

Our legal practice covers a wide range of cases and all types of cases, in which we deal with all file proceedings on behalf of individuals and authorised individuals, starting from the legal adaptation of the case, the determination of the jurisdiction, the sorting and processing of documents and evidence produced and investigated in the case. The evaluation of points of dispute, and then the preparation of the rules of procedure or the response notes required to plead before the competent judicial authorities.

Our clients are represented by highly qualified lawyers with experience in law and litigation before judicial and semi-judicial bodies throughout Saudi Arabia. These services include

1. All types and degrees of Sharia courts (Personal Status Court, General Court, Criminal Court, Commercial Court, Labor Court, and Administrative Courts (Bournal of Grievances)).
2. Semi-judicial committees.

Before proceeding with any judicial or statutory proceedings, the team at ASAT meet to share different viewpoints and collaborate to finalize the claim between the parties in a manner appropriate to their wishes (subject to the wishes of the client) without the need to resort to the courts as much as possible and shortening the period for settling the dispute and recovering rights under the supervision of specialists in the same subject matter of the dispute.

The procedures for representing clients in these disputes are divided into two parts:

1. The client has an existing lawsuit, in which case the team takes the following steps:
  - Receive all existing case documents from the client
  - Sorting the lawsuit documents.
  - Reviewing the full details of documents from contracts, related documents and the records of previous sessions "if any", and the case sheets or response notes "if any".
  - After reviewing and scrutinizing, the team will proceed with the preparation of the next hearing by editing the reply note or processing the necessary documents to ensure that the litigation is not prolonged.



- A detailed report of the session is prepared, provided to the client and is kept open to follow-up on.
  - Attending sessions and providing what is necessary to end them in order to issue the judgment in favour of the client.
2. No claim has been submitted by the client, in which case the following steps are taken:
- Receipt of all documents from the client and any correspondence related to the subject matter of the case.
  - Sorting the case documents and examining their relevance to the subject matter of the case and the extent to which they can be used.
  - View the full details of documents from contracts and related documents.
  - Determining the type of lawsuit to be filed, ensuring that it conforms to the subject matter of the dispute.
  - After reviewing and checking, the procedures for drafting and editing the initial claim statement for the electronic filing system will proceed.
  - File a lawsuit through the electronic system of the Ministry of Justice.
  - After registering the case with the competent court and setting the date for the first session, a detailed statement of claim is issued to be provided to the Chamber at the hearing and attached to the minutes of the hearing.

Attending the sessions and providing what is necessary in order to recover or prove the client's rights.





# OUR PROFESSIONAL TEAM

Att.

**Abdulrahman Altaysan**

Partner &  
Co-founder

A Saudi lawyer licensed by the Ministry of justice and a member of the Saudi Lawyers Association. He studied Islamic law with a bachelor's degree, completed his master's degree at the University of California with a specialization in commercial and cyber systems as a secondary specialty, and received a high diploma in European federal environmental system from the Italian University of Insubria. He has worked as a consultant for previously listed and unlisted companies in Saudi Arabia, the Kingdom of Bahrain and the United Arab Emirates.

Member of a number of boards of advisory and investment companies in a number of industrial, hospitality and renewable energy sectors

More than seven years of experience in the field of legal and administrative consulting, in addition to litigating commercial and non-commercial cases, arbitrating commercial and administrative disputes in Saudi Arabia and Italy.



Mr.  
**Hazem Janahi**

Managing  
Partner



Managing Partner specialized in managing and restructuring companies, developing corporate governances. He served in auditing firms such as Arrenas & Young, born in Bahrain 1975, University of Bahrain graduate specialised in accounting. Founder and Chairman of the Board of Directors of Vanguard, a consulting company based in Bahrain established in 2007, specialised in venture capital and development of startups, small and medium enterprises and has investment and development activities in the GCC and Europe. Angel investor passionate about youth development and mentoring and interested in the Waqf industry and the governance of Gulf family businesses.





Att.

**Andrea Giussani**

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Partner

Lawyer and partner, he joined ASAT three years ago, he provides legal advice and opinions for our international clients in Italian and Common Law. He has over 25 years of experience in real estate, corporate and finance transactions. He assisted a mixed client group of investors, banks and public companies interested in increasing the value of their real estate property in Italy. Andrea advises in the evaluation of all legal aspects of real estate acquisitions, financing, preparation, evaluation and termination of joint venture agreements, contracts for works, plus Asset Management and Property Management related to the development of real estate projects. He also acts as counsel in all forms of domestic arbitration and conducts and manages Italian litigation in various fields for both Italian and multinational clients. Andrea handles complex international and domestic business – commercial and civil litigation matters and he has represented clients in a variety of industries

Att.

**Yousef Alghannam**

Partner



Yousef Abdullah Al-Ghannam is a licensed lawyer holder of a bachelor's degree in law from King Faisal University. He was a key part of establishing the ASAT team, being the first employee in April 2019. He's a team player and always ensures to work as a team and achieve the best results at all levels. During his time at ASAT he has had experience working on vital issues and special claims for our clients in all types of specialized courts in the Kingdom. One of his strong suits is establishing limited liability companies and amending incorporation contracts. He's also well versed on the governance of a family companies.



## Nahla Khair

Key Account Manager

A Mass Communication graduate with experience in Public Relations, Social Media Management and Administration. She oversees the client relationships and acts as a liaison between the clients and company. During her time with us she became a strategic advisor to our clients, providing them with hands-on account management. She acts as the key contact person with all the clients, identifying their needs and making sure their requirements are met.

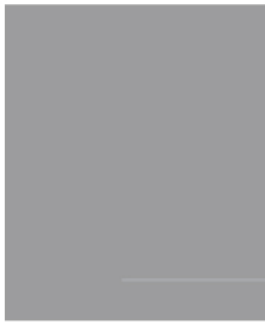


## Mohammed Althawwadi

Lawyer

Mohammed is graduate from Imam Mohammad Ibn Saud Islamic University (IMSIU) and a master's from Higher Judicial Institute. He has 4 years experience in legal research and is highly skilled in legitimation in Saudi. He's also done various legal courses held by reputable scholars. He's specialised in real estate cases with a minor focus on rental contracts in the machinery and petroleum sector.





## Rawan Alkahldi

Associate Lawyer

Rawan Fahad Al-Khalidi is an associate lawyer with a bachelor's degree in law from Prince Mohammed bin Fahad University, who joined ASAT law firm and legal consultancy in 2020. She has previously worked on real estate contributions suits, business cases, and arbitral suits. She has also taken a number of specialized legal courses most notably; a course in venture investment from Kauffman Fellows.



## Bayan Alghamdi

Legal Executive Assistant



Bayan Saleh Al-Ghamdi specialized legal executive assistant majored in Law at Al-Asala University. She joined ASAT law firm and Legal consultancy in 2021, interested in financial transaction lawsuits and preparing merger and acquisition contracts.



## OUR SERVICES ARE PROVIDED THROUGH A SERIES OF CONTROLLED STEPS:

We ensure that we define the scope of work for each contract and for every contract we engage in in the office define the scope of work and communication channels that ensure the arrival of the service and the provision of everything the client needs with speed and dedication.

All our clients (at their discretion) will have a channel on Microsoft Teams enabling them to submit requests for legal services in their dedicated channel.

We archive all client files on online cloud systems while also paper archiving and storing them in a safe and closed location to maintain client privacy.

The original copies of documents, deeds and others are treated with handled with utmost care and preserved from any damage or damage. If they are requested to be submitted for evidence or at the client's request to deposit them with us.

## HOTLINE SERVICES AND URGENT REQUESTS

The hotline service allows the client to communicate with our team via WhatsApp for any urgent request or immediate response.

Requests are referred to lawyers based on their specialization to examine the request/inquiry and provide the appropriate response or consultation.

A meeting is scheduled for any time the client needs to meet the competent attorney by attending the office or holding the meeting virtually.

A meeting is scheduled as per the client's needs to meet our lawyers and they can either be held in person or virtually.

Coordinate the issuance of power of attorneys, whether for court-specific matters or reviewing and authenticating them with the relevant entities and notaries that facilitate the expeditious completion of business and avoid the random granting of authority unsuited to the purpose of the authorization.

Urgent and immediate requests are processed as soon as possible.



## **WE PROVIDE OUR LEGAL SERVICES WITH HIGH DUE DILIGENCE**

To ensure the scope of work for each client is properly managed and delivered by our lawyers we conduct non-routine check-ups and follow-ups

Old and new systems are reviewed by consulting with the team and establishing courses/workshops that keep the entire team up to date.

We are always keen and ensure that we are well informed of administrative developments by attending workshops held by government institutions such as the Zakat and Tax Authority, customs and chambers of commerce, and the competent specialists that may host such events that certainly contribute to the capacity of know-how within the legal field.

Ensuring that each team member has easy access to all the regulations and legislations in place which promotes efficiency and making sure that they are in line with applicable laws and regulations.

Business results and drafts are presented through multiple meetings with staff or other parties for critique and to test the quality of service and reliability prior to submission to the judicial or judicial network, while maintaining client confidentiality.



# CLIENTS & CREDENTIALS



License to Practice law



Commercial Registration of a legal establishment



A member of **Chamber of Commerce**



A member of the **American Bar Association**



A member of the **Italian Bar Association**



A member of the **Chamber of Commerce in Milan- Union of Arbitrators**



A member of **Saudi Lawyers Association**



Commercial Registration of a **Legal Establishment in Italy**

مرفق  
MARAFIQ

سابك  
SABK

وزارة السياحة  
Ministry of Tourism



منشآت  
monsha'at



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SOLUTIONS IN POLYCARBONATE



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— W.L.L.C. —

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S.R.L.

عبدالعزیز إبراهيم العامر  
Abdulaziz Ibrahim Alamer  
محاسبون قانونيون | Chartered Accountants



VANGUARD®  
ADVISORY

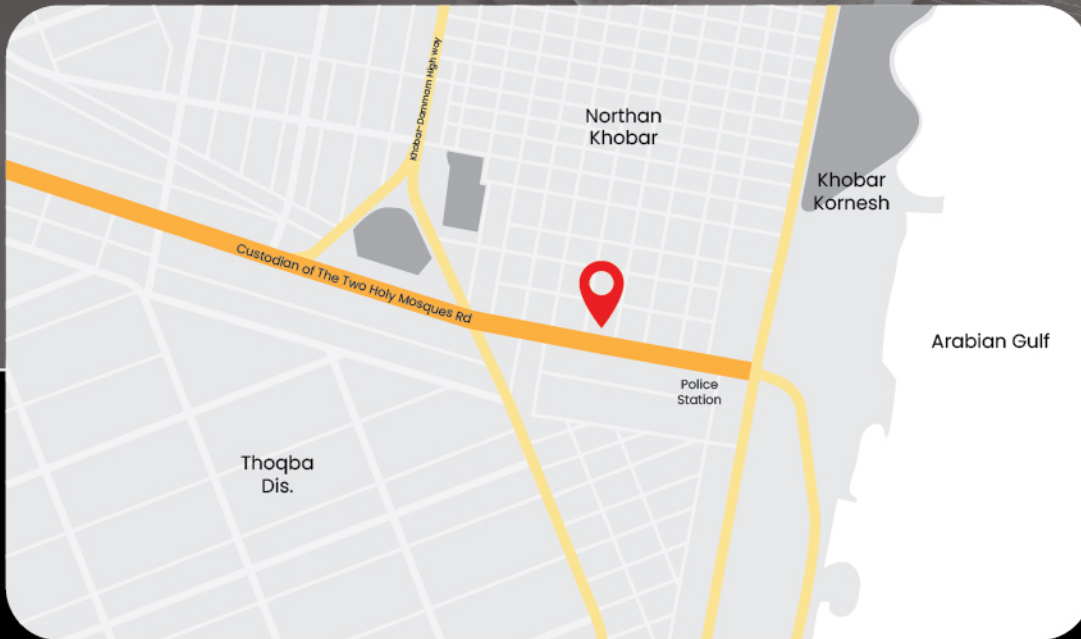
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MANAGEMENT  
SOLUTIONS

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[www.asatlawfirm.com](http://www.asatlawfirm.com)

[Info@asatlawfirm.com](mailto:Info@asatlawfirm.com)

2964 Custodian of The Two Holy Mosques Rd,  
Khobar 34429 - 6176  
Saudi Arabia





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