

**KINGDOM
Of
SAUDI ARABIA**

Accounts & Records under KSA



Taxable Person need to maintain all the Invoices, Books, Records & Accounting Documents for a minimum period of Six {6} years from the end of the tax period to which they relate.



Taxable Person need to maintain records of Capital Asset as per below mentioned two criteria's -

- In respect of **Moveable Tangible or Intangible** Capital Assets, need to maintain for **6 years plus 5 years**.
- In respect of **Immoveable Capital Asset** which are permanently attached to the land or real estate starting from the date of purchase of the Capital Asset by the taxable person need to maintain for **10 years plus 5 Years**.

Taxable Person need to keep all the records in Arabic and all the Tax Invoices shall be in Arabic in addition to other languages as a translation.



Records shall be kept in the **Kingdom** either physically or through an access to the relevant server where these records are stored.



If the Taxable Person opts to store the records electronically , the following conditions should be met :-



Data entered in the Computer shall be Arabic & shall be an identical copy of said books.

Original supporting documents for all entries in accounting books shall be kept locally.

The Taxable Person shall document computer data entry and processing system of accounting entries for reference if necessary.

Final accounts and balance sheet may be generated directly by a computer. In the case of using a conventional accounting method with computer assistance for some account items, all settlement entries shall be provided in Arabic

The Taxable Person shall have necessary security measures and adequate controls which can be reviewed and examined to prevent tampering

The Computer System or Server must be physically located in the Kingdom.

A Taxable Person who has a fixed establishment in the Kingdom may have its central computer outside the Kingdom, provided it has a terminal at the subsidiary in the Kingdom through which all data and entries regarding the account of the fixed establishment in the Kingdom can be accessed

The Authority may review electronically the systems and programs applied by the Taxable Person to prepare its computerised accounts.

Taxable Person may appoint a third party to comply with the record storage requirements.

The Taxable Person in all cases remains directly responsible for such compliance.



As per Article seventy-seven: Tax Representatives, Tax Agents and Appointed Persons

1. In coordination with the competent authorities, the Authority may approve Persons who wish to act as Tax Representatives or Tax Agents for Taxable Persons in respect of their VAT obligations in the Kingdom. The Authority shall publish a list of approved Tax Representatives and approved Tax Agents.
2. All non-resident Taxable Persons must have a Tax Representative. The Tax Representative shall be jointly liable for payment of any Tax due by the Taxable Person until such date the Tax Representative is confirmed by the Authority as ceasing to act on behalf of that Taxable Person.

The Tax Representative of a **Non-Resident Person** with no establishment in the Kingdom must maintain the invoices, books, records and accounting documents of the **Non-Resident Person**



The **Authority** reserves rights to require additional records for the purpose of **Registration, Examination & Assessment Procedures** in the case where authority considers it necessary & has a justifiable reason for acquiring above records.

The Authority need to notify the taxable person, and allow reasonable time to submit all the require records asked by the authority.

