



HR Portal Management & Transport Services Proposal

Rapid Formations provides fully managed HR Portal Management and Transport Services solutions designed to help companies streamline operations and remain fully compliant with Saudi labor, transport, and government regulations.

HR PORTAL MANAGEMENT

Compliance support

TRANSPORT SERVICES

Licensing & TGA

OPERATIONAL SUPPORT

End-to-end guidance



About Rapid Formations

Rapid Formations is a professional business consultancy and corporate support company based in Saudi Arabia, providing complete HR management, compliance monitoring, government portal handling, transport licensing, and operational support solutions for businesses operating in the Kingdom.

We understand that managing HR operations, government portals, transport compliance, employee records, renewals, and regulatory requirements can become stressful and time-consuming for business owners. Our professionally managed support solutions are designed to eliminate that burden by providing businesses with complete operational assistance under one platform.

Our experienced team handles the daily monitoring, management, coordination, and compliance of critical HR, government, and transport-related processes, ensuring businesses remain compliant, organized, and operationally efficient at all times.

OUR SOLUTION

Rapid Formations provides fully managed HR Portal Management and Transport Services solutions designed to help companies streamline operations and remain fully compliant with Saudi labor, transport, and government regulations.

This service allows business owners and management teams to focus on business growth



Why Businesses Need Professional HR & Transport Support

Managing HR operations and transport compliance in Saudi Arabia requires continuous monitoring of multiple government platforms, employee records, renewals, licensing procedures, and compliance deadlines.

Without proper management, companies may face:

- Delays in renewals
- Government penalties and fines
- Compliance violations
- Expired Iqamas or visas
- Employee documentation issues
- Transport operational delays
- Administrative workload pressure
- Traffic and licensing complications
- Operational disruptions

Rapid Formations eliminates these risks through proactive monitoring and complete operational Management services.



Our HR Portal Management Services

Employee Record Management

We maintain and organize employee records professionally through secure and structured systems.

Services Include:

- Employee digital file management
- Employee document tracking
- Passport and ID record management
- Contract documentation management
- Employee profile updates
- Employee database organization
- Secure HR document handling



Iqama, Visa & Immigration Services



Our team continuously monitors all employee immigration-related documents and expiry dates.

Services Include:

- Iqama expiry tracking
- Iqama renewal coordination
- Visa issuance support
- Visa authorization services
- Work permit tracking
- Passport expiry monitoring
- Employee visa documentation support
- Real-time renewal reminders
- Insurance preparation for Iqama renewal
- Medical coordination for new employees

Government Portal Management

We manage and monitor all important government portals required for business operations in Saudi Arabia.

Platforms Managed:

- Qiwa
- Muqem
- GOSI
- Mudad
- Labor Office portal
- Absher Business
- ZATCA related updates
- Chamber Portals
- Government fee payment facility

Services Include:

- Employee updates
- Portal monitoring
- Compliance management
- Government coordination
- Record verification
- Status monitoring
- Employee transfer coordination
- Government fee payment facility



HR Compliance & Saudization Management

We ensure businesses remain compliant with Saudi labour laws and Saudization requirements.

Services Include:

- Hiring Saudi employees in GOSI for Saudization
- Maintaining Saudization (Nitaqat) compliance
- Hiring Saudi representatives for ministry-related services
- Labor law compliance support
- HR documentation compliance
- Government deadline monitoring
- HR audit preparation support
- Employee regulation tracking
- Policy documentation support



Compliance monitoring, documentation support, Saudization requirements, and labor law coordination in one managed service structure.

Payroll, Contracts, Onboarding & Offboarding Support

Payroll & Salary Coordination

We support companies with payroll coordination and salary compliance requirements.

Services Include:

- Payroll coordination assistance
- Mudad salary transfer handling
- Salary documentation support
- Wage Protection System (WPS) coordination
- Payroll record organization
- Employee salary tracking support
- Compliance-related payroll monitoring

Employee Contracts Onboarding & Offboarding Support

We professionally assist businesses in workforce planning and employee onboarding and exit procedures and documentation.

Services Include:

- Recruitment coordination support
- Documentation handling
- Employee onboarding & exit visa assistance
- Employee contract preparation in Qiwa
- Employee record closure
- HR orientation support
- HR exit compliance support

Tax, Renewal & Compliance Support

We assist businesses in managing important renewals and compliance obligations.

Services Include:

- Quarterly VAT submission support (prepared by customer)
- NTN submission support (additional charges apply)
- MISA license renewal support
- Commercial Registration (CR) renewal support
- Parent company renewal process coordination
- Compliance deadline monitoring
- Government renewal coordination



Service Packages & Pricing

To provide flexible and cost-effective operational support solutions, Rapid Formations offers the following service packages for HR Portal Management:

HR PORTAL MANAGEMENT SERVICE PACKAGES

SERVICE PACKAGES	PRICING	HR PORTAL MANAGEMENT SERVICE PACKAGES
BASIC PACKAGE	SAR 1000 / MONTHLY	SERVICE FOR 1 TO 9 EMPLOYEES
STANDARD PACKAGE	SAR 2000 / MONTHLY	SERVICE FOR 1 TO 30 EMPLOYEES
PREMIUM PACKAGE	SAR 3000 / MONTHLY	SERVICE FOR 1 TO 50 EMPLOYEES

Transport Services

Rapid Formations also provides professional transport and logistics operational support services for businesses operating in Saudi Arabia.

Transport Compliance & Licensing Services

Services Include:

- Vehicle operation card processing
- Driver card issuance support
- Traffic letter preparation for registration renewal
- Traffic letter preparation for vehicle transfer
- Vehicle authorization to drivers (1-9 vehicles only)
- TGA checking and monitoring
- Name violation checking support
- Traffic violation checking
- TGA user creation for foreign-owned companies
- Transport compliance coordination
- Vehicle-related government documentation support



Our TGA Services

1. Public Taxi License

ترخيص الأجرة العامة

- Vehicle : 150 - 200 (city wise)
- License Validity: 3 years
- "Yard Baladi License"

2. Private Taxi License

ترخيص الأجرة الخاصة

- Vehicle : 20
- License Validity: 3 years
- "Yard Baladi License"

3. Specialized Transport License

ترخيص النقل المتخصص

- Vehicle : 5 (9 seater to 150 seater)
- License Validity: 3 years
- "Yard Baladi License"

4. Road Freight Transport License

ترخيص نقل البضائع البري

- Vehicle : 10
- License Validity: 3 years
- "Yard Baladi License"



Key Benefits for Clients

Clients using our services receive:

- Complete peace of mind
- Reduced administrative burden
- Organized HR and transport operations
- Continuous compliance support
- Timely renewal management
- Professional operational coordination
- Reduced risk of penalties and delays
- Faster operational handling
- Reliable government portal support
- Dedicated professional assistance
- Improved operational efficiency



Complete peace of mind, timely renewal management, continuous compliance support, and faster operational handling for companies operating in Saudi Arabia.

Why Choose Rapid Formations

WHY CHOOSE RAPID FORMATIONS

- Professional Expertise
- Proactive Monitoring
- Reliable Support
- End-to-End Management
- Transparent Communication
- Long-Term Partnership

INDUSTRIES WE SUPPORT

We provide HR Portal Management and Transport Services for businesses operating in multiple sectors including:

- Trading Companies
- Construction & Contracting
- Information Technology
- Logistics & Transportation
- Restaurants & Cafes
- Industrial Companies
- Consulting Firms
- E-Commerce Businesses
- Marketing Agencies
- General Services Companies
- Professional Service Firms

Service Packages & Pricing

To provide flexible and cost-effective operational support solutions, Rapid Formations offers the following service packages for Transport Services:

SERVICE PACKAGES	PRICING	TRANSPORT SERVICES PACKAGES
BASIC PACKAGE	SAR 500 / MONTHLY	SERVICE FOR 1 TO 9 VEHICLES
STANDARD PACKAGE	SAR 1000 / MONTHLY	SERVICE FOR 1 TO 30 VEHICLES
PREMIUM PACKAGE	SAR 1500 / MONTHLY	SERVICE FOR 1 TO 50 VEHICLES

IMPORTANT NOTE:

Additional government charges, official fees, penalties, third-party charges, medical, insurance, VAT submissions, NTN submissions and other external costs (if applicable) will be charged separately.

Package pricing may vary depending on company activity, operational requirements, and additional service requests.

Contact Us



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CONCLUSION

Rapid Formations provides complete HR Portal Management, HR Outsourcing, and Transport Services solutions designed to simplify business operations, improve compliance, and reduce administrative workload for companies operating in Saudi Arabia.

Our goal is to become a trusted long-term operational support partner for businesses by delivering reliable, professional, and efficient HR and transport management services.

We look forward to supporting your business growth in Saudi Arabia.