

2026 EDITION

# The Employer Iqama Checklist — 2026 Compliance Calendar

## IN ONE PARAGRAPH

Iqama renewal in Saudi Arabia is conditional on three signals — Mudad WPS, CCHI medical, GOSI contributions — verified against the employer's Nitaqat band. This checklist is the operating cadence Tamra's compliance desk runs every month to keep every Iqama in the portfolio renewable on click.

## MONTHLY COMPLIANCE CADENCE

## TWELVE-POINT MONTHLY CHECKLIST

- 01 Verify Mudad WPS — every payroll cycle filed and paid on time. Late flag must be cleared the same month.
  - 02 Reconcile Qiwa contract salary against Mudad-declared amount. Mismatches block renewal silently.
  - 03 Confirm CCHI insurance policy active for every employee and dependant. Watch for newly added dependants missed by broker.
  - 04 Pay MHRSD labour levy via SADAD before the bill becomes overdue. SADAD blocks renewal even with all signals green.
  - 05 File GOSI contributions for the current month including any salary changes (promotions, allowance updates).
  - 06 Check Nitaqat band on Qiwa — Red or Low-Green halts renewals, transfers in, and new sponsorships.
  - 07 Audit Iqama professions against actual job roles. Saudization-restricted roles require a Saudi to be hired first.
  - 08 Pull 60/30/15-day Iqama expiry list from Absher Business and queue renewals for the 60-day-out window.
  - 09 Confirm passport validity at least 6 months for every worker approaching Iqama renewal.
  - 10 Review dependant Iqamas — each has its own expiry date and renews independently of the principal.
  - 11 Re-check National Address on file against Ejar lease; mismatches block dependant visa filings.
  - 12 Audit Qiwa contract acknowledgement status — unsigned-by-worker flag blocks Mudad declarations.
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## WHEN A RENEWAL BLOCKS

Codes starting WPS- point to Mudad — file the late payroll declaration on Mudad, pay any compounding fine via SADAD, wait 5–7 working days for the flag to clear, then re-attempt the renewal on Absher Business. Codes starting INS- point to CCHI — coordinate with the broker to amend the master policy, add missing dependants retroactive to enrolment. Codes starting GOS- point to GOSI — file the corrected declaration covering the gap month, pay the differential, then re-attempt renewal.

## ABOUT THIS DOCUMENT

By Tamra Editorial · Reviewed by Tamra's compliance desk · 2026 Edition · Edited annually. The cadence in this document is the operating discipline behind Tamra's managed-Iqama service for foreign employers in Saudi Arabia.

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