

Profile



Our Company

Dr. Abdulaziz Alfrayan Legal Consultin Company LLC was founded in 2014 as a leading firm in providing legal services and consultations. Our journey has been distinguished by an esteemed reputation in consulting and legal solutions, achieving remarkable success across various fields, including legislative drafting, business analysis and development, governance, legal advisory, and litigation. Our qualified and specialized team works diligently to deliver the most effective legal solutions to our clients' challenges. We are committed to providing reliable consulting services, and our story is defined by dedication and professional responsiveness to the needs of our valued clients.

2014

We began our journey with three individuals, providing legal consultations to the private sector.

2015

The firm expanded its scope to provide consulting services for finance companies.

2017

We have worked on establishing fully-developed legal departments within public institutions.

2018

We have continued working on programs aligned with Vision 2030.

2020

We have expanded into various areas of law, such as governance, and drafting regulations and bylaws.

2021

The firm transitioned into a professional company.

2023

Our successes continued across multiple legal fields, and the number of employees grew to 35.

2024

We established a Corporate Department handling all legal affairs for companies, becoming the firm's third department.



Core Values, Principles, and Approaches



Legal Excellence

Our success is rooted in the absolute collaboration within our team. We take pride in having a highly skilled lawyers and a motivating work environment. Continuous professional growth is our priority, and we are dedicated to maintaining our leadership in this field.



Dedication to Clients

Gaining our clients' trust and upholding a profound sense of responsibility towards them lie at the essence of our profession. Recognizing our clients as primary partners, we diligently seek to understand their needs, offering tailored services designed to enhance their opportunities for success and competitiveness. Our unwavering commitment entails innovating high-quality solutions customized to your specifications, delivering optimal positive impact.



Social Responsibility

To support the advancement of non-profit organizations and public benefit businesses aligned with social development and the Kingdom's Vision 2030, the company has adopted a selection of projects and initiatives in line with its social responsibility commitments.

Our Practices

Our Practices



Building and Developing Legal Departments

We deliver comprehensive and specialized professional services for the establishment and enhancement of in-house legal departments in government entities, private sector companies, and non-profit organizations. Our approach ensures that these departments are optimally structured to fulfill their mandate with utmost efficiency and effectiveness, thereby protecting the entity's interests and promoting full compliance with the Kingdom's laws, regulations, and statutory instruments. Our services encompass the design and implementation of tailored organizational structures, the precise delineation of authorities, responsibilities, and reporting

lines, as well as the provision of essential operational support to empower the legal department to perform its day-to-day functions seamlessly. In addition, we draft comprehensive procedural manuals, standard operating procedures, and internal templates, including governance regulations and legal policies, to promote clarity, consistency, and operational efficiency. We also develop and refine standardized contract and agreement templates suited to the entity's diverse transactional needs, while adhering to leading regulatory best practices in the Kingdom and relevant international standards.



Legal Consultations and Studies

Your trusted partners in delivering legal consultations, we provide expert guidance and protection across a wide range of legal matters for government entities, private sector companies, and non-profit organizations. Our team relies on thorough analysis of facts, circumstances, and supporting documentation to assess legal risks, evaluate compliance implications, and deliver well-substantiated recommendations that enable informed and legally safe decision-making.



Drafting Regulations Projects

With our diverse legal expertise, we address challenges and gaps that require legislative intervention. We analyze the current situation and provide a benchmark study incorporating best practices and globally applicable strategies considering both local and international contexts. In this service, we outline project features, draft and review articles, and prepare all legislative requirements following Council of Ministers Resolution No. 713 for regulatory projects and related decisions.



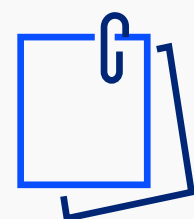
Our Practices



Governance

Our experts conduct a comprehensive and precise analysis to identify the actual needs of entities across various sectors whether governmental, private, or non-profit. This involves a thorough review of existing administrative, organizational, and legal structures; diagnosing strengths and weaknesses; identifying gaps and developmental requirements; and subsequently proposing an optimal governance model tailored to the entity's nature and strategic objectives. This ensures clarity in authorities and responsibilities, as well as seamless integration of roles across different management levels.

We also prepare and develop internal regulations, policies, and organizational procedures in line with leading international best practices and standards, thereby reinforcing principles of transparency, accountability, and fairness. Our services enhance institutional performance efficiency and ensure compliance with relevant laws, regulations, and statutory requirements. Examples include establishing continuous monitoring and evaluation mechanisms, providing necessary legal and regulatory advisory support, and promoting institutional sustainability ultimately elevating the entity's credibility with partners, investors, and the public.



Drafting and Reviewing Contracts

We provide legal support for the preparation and review of contracts and agreements, offering advice and optimal contracting options. We meticulously construct your contracts, ensuring rights preservation and compliance with regulations, striving to identify key elements that ensure safeguarding the entity.



Preparation of Benchmark Studies

We provide specialized benchmarking services to compare the performance of companies or entities with their local and international peers. Our studies aim to identify best practices, measure performance gaps, and deliver practical, reliable recommendations that enhance operational efficiency, strengthen regulatory compliance, and elevate overall institutional performance quality.



Our Practices



Companies Establishment and Board Affairs

We provide comprehensive legal support throughout all stages of company formation, commencing with the evaluation of the business idea and selection of the most appropriate corporate form in accordance with the provisions of the Companies Law. This extends to drafting and reviewing memoranda and articles of association (AoA), shareholders' agreements, registration of the commercial name, obtaining necessary licenses and approvals, and ensuring the company's full readiness to commence its activities in compliance with regulatory requirements.

We also offer specialized legal advice to clarify inter-partner relationships and mitigate potential future risks. Furthermore, we deliver integrated services in support of board of directors' affairs, including preparation for meetings, drafting of minutes, monitoring the implementation of resolutions, and liaison with relevant authorities. In addition, we organize general assembly meetings to ensure operational efficiency and continuity of the company.



Capital Market Compliance

We provide specialized legal advisory services to ensure compliance with the Capital Market Law and its Implementing Regulations. Our services include a wide range of aspects, for e.g. offering expert legal counsel on material disclosure requirements, as well as capital increase or reduction procedures. Additionally, we prepare periodic reports, such as the Board of Directors' Report and other mandated disclosures, including (ESG) reports, to guarantee that our clients fully satisfy all regulatory obligations imposed by the Capital Market Authority (CMA).



Preparation and Approval of Internal Work Policy

Our team prepares and/or review work regulations in compliance with the Labor Law and its Implementing regulations, taking into account the specific nature of the client's business and establishment. The regulations are professionally drafted to ensure clarity of rights and obligations, followed by completing the approval process with the Ministry of Human Resources and Social Development.



Our Practices



Dispute Resolution

We specialize in representing clients in courts and aim to resolve them either amicably or through legal means. First, we study the client's position, facts, and documents to identify strengths and weaknesses, then we seek an appropriate amicable solution with all parties involved. If not resolved we represent the client in arbitration or court. That includes determining the jurisdiction, preparing the lawsuit, attending sessions, submitting memoranda, dealing with case developments, until the final judgment. We make sure to work closely with the client throughout the whole process.



Litigation Representation

We represent government entities, companies, non-profits, and individuals before courts and relevant committees, using tailored procedures and scenario-based templates, while providing recommendations to minimize recurring disputes and address legal gaps.



Estate and Inheritance Settlement

We provide comprehensive estate settlement services, inventorying estate assets, identifying rights and obligations, preparing financial statements and providing the necessary reports, and coordinating with relevant authorities to complete legal procedures. We ensure the distribution of estates in accordance with both Sharia and regulatory provisions, achieving fairness among heirs while considering the conditions of each case.



Legal Management of Endowment (Waqf) Affairs

We provide comprehensive legal solutions for managing Waqf (endowment) affairs, from preparing endowment deeds and drafting required documents and templates, to legally supervising the Waqf's operations and documenting its transactions to ensure compliance with regulations. We also offer advisory services on Waqf governance, developing internal regulations, and safeguarding its assets against any unlawful actions.



Our Team

Our Team



Yousef Alolayan
CEO

He possesses extensive practical experience across various administrative fields, including strategy development, project management, and quality implementation, gained through work in government, private, and non-profit sectors. He holds a Master of Business Administration (MBA) and several professional certifications, most notably the Project Management Professional (PMP) and Six Sigma certifications in quality management.



Dr. Abdulaziz A. Alfrayan
Partner and Legal Advisor

Founder and Chairman of the Board of Directors at Dr. Abdulaziz Al-Frayan Lawyers and Consultants. He serves as a board member in several holding and publicly listed companies, including Itmam Consulting. He has led and advised numerous legal, consulting, and judicial projects for government, private, and non-profit entities, as well as legislative and regulatory development initiatives.



Our Team



Mohammed Alkhurayyif

Head of Litigation Department

He possesses extensive judicial and legal experience, having served as a judge in various specializations, including commercial, general, labor, and enforcement courts. He also worked at the international law firm Clyde & Co as a lawyer and litigation consultant, representing clients before all levels of courts and quasi-judicial committees. During his tenure, he contributed to several government legislative projects, including regulations for the National Cybersecurity Authority, the Premium Residency Law, and the Executive Regulation of the Real Estate Registration Law.



Muath Algwaiz

Head of Corporate Department

He possesses diverse legal experience, providing legal consultations in areas such as legislation, corporate governance, capital market regulations, and mergers and acquisitions. He also holds multiple specialized certifications in securities and wealth management from the Financial Academy, the UK's Chartered Institute for Securities & Investment (CISI), and the Capital Market Authority. He is accredited by the Saudi Bar Association as a lawyer specialized in securities litigation.



Abdulelah Alajmi

Head of Regulatory Department

He has extensive legal experience in providing legal services and support to the public, private, and non-profit sectors. He has served as a legal advisor to several government entities in areas related to governance and internal organizational arrangements, including King Abdulaziz Foundation (Darah) and the Sakhā Program. He has also contributed to numerous legislative projects, such as drafting the Executive Regulation of the Telecommunications and Information Technology Law and developing a comprehensive study on mechanisms for handling lost and found items, among others. In addition, he has provided legal advice on mergers and acquisitions, franchising, corporate structures, and governance.



Our Team



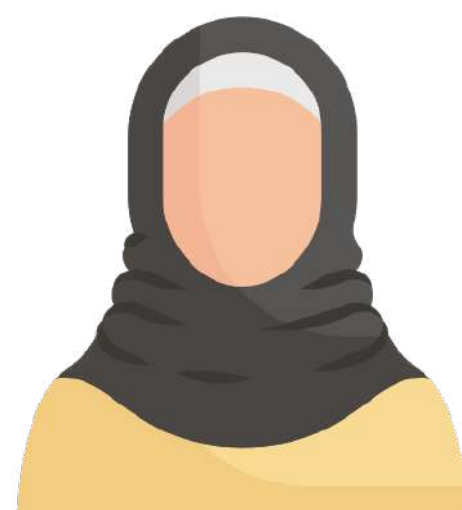
Mohammad Aljohani
Associate Consultant



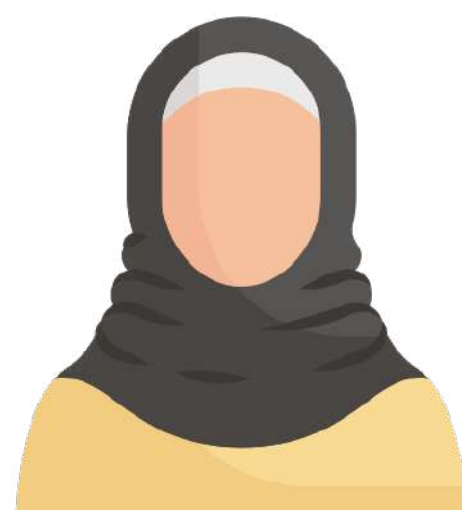
Omar Almubaddil
Associate Consultant



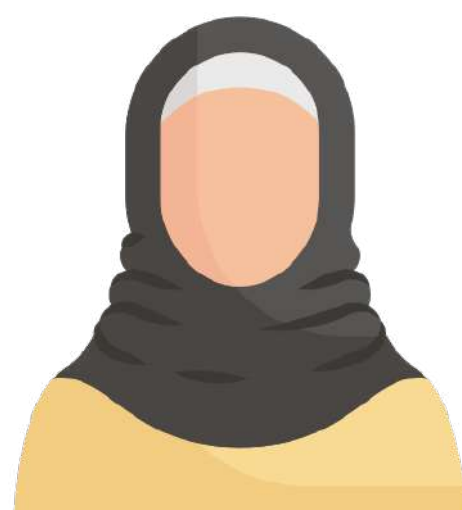
Abdulrahman Alquraini
Legal Consultant



Lama Alsaraan
Legal Researcher



Alanoud Almohsn
Legal Researcher



Ghayda Albadri
Legal Researcher



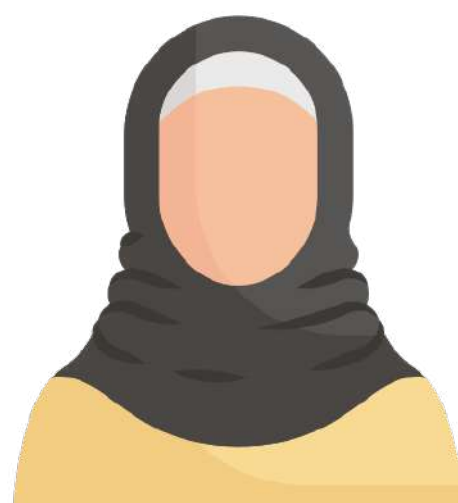
Sarah Aldawish
Legal Researcher



Thamer Alnumayr
Legal Researcher



Abdulrahman Mukhtar
Legal Researcher



Nawayir Alsaeed
Project Manager



Abdullah AlTowayan
Human Resources Supervisor



Ammar Almahalawi
Business development supervisor



Hany Mansour
Financial Manager



Highlights of Experience

Establishing and operating Legal Department Experience

Experience Overview



Operating the General Department of Legal Affairs involves evaluating the current situation, providing a proposal for its operation, training the department team, preparing legal models, and providing Arabic and foreign legal resources. Additionally, legal consulting support will be provided throughout the project term.

Overall Objective

Support the Legal Department by providing resources, enhancing quality, and implementing standardized procedures to ensure effective management within the department. This includes establishing a unified structure, defining clear powers, implementing standardized work models, managing legal cases, offering consultations, and overseeing contract processes, among other responsibilities.

Technical Aspect

Studying the current situation of the Department in terms of (technical and environmental aspects, as well as tools), preparing and implementing development reports, providing support with qualitative experience in consultations; holding courses and seminars; conducting local and external training; offering local and international legal resources; and promoting legal awareness.

Key Accomplishments

Preparing

Educational content that covers legal aspects from various laws, regulations, decisions, and circulars.

Preparing

The necessary legal documents include minutes, circulars, decisions, and consultations.

Legal empowerment and training

By providing training courses and workshops.

Providing and proposing

Legal initiatives to enhance departmental work and elevate quality standards

Developing and preparing

The procedural guide for the legal department involves studying legal procedures, meeting with stakeholders, and developing procedures and models.

Supporting

The Legal Department by providing technical expertise through talent nomination.

Providing

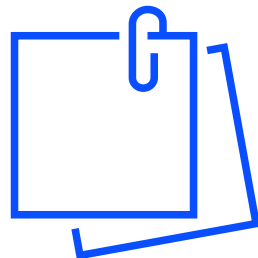
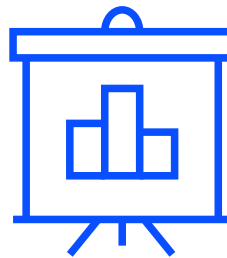
Legal education, enabling direct communication, and representing the department.

Evaluating

The current situation of the department and measuring it according to the highest local and international practices.

Access

To foreign and local legal resources by collecting legal databases and providing local and international legal resources, such as the LexisNexis network.



Law and Regulation Drafting Experience

Studying and analyzing the challenges related to enforcing, granting, renewing, and revoking licenses associated with conducting economic activities

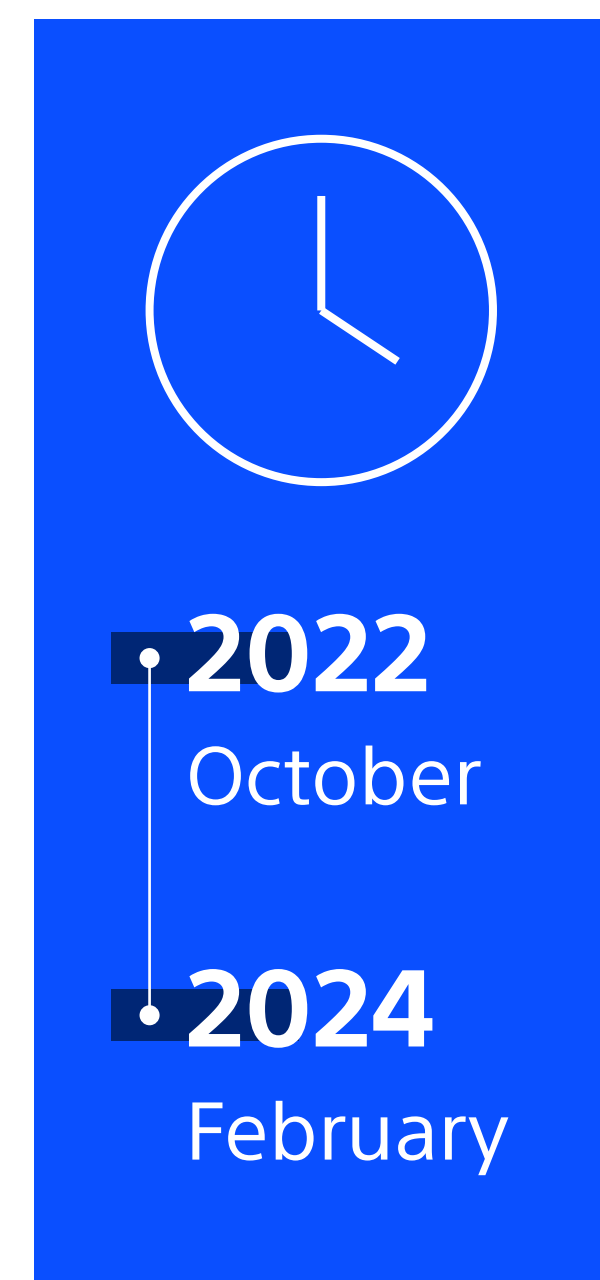


Saudi Business Center

Draft Unified Law for Professional Associations and Bodies

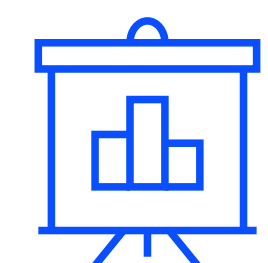


National Center for Non-Profit Sector



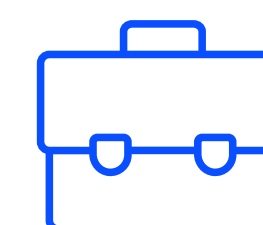
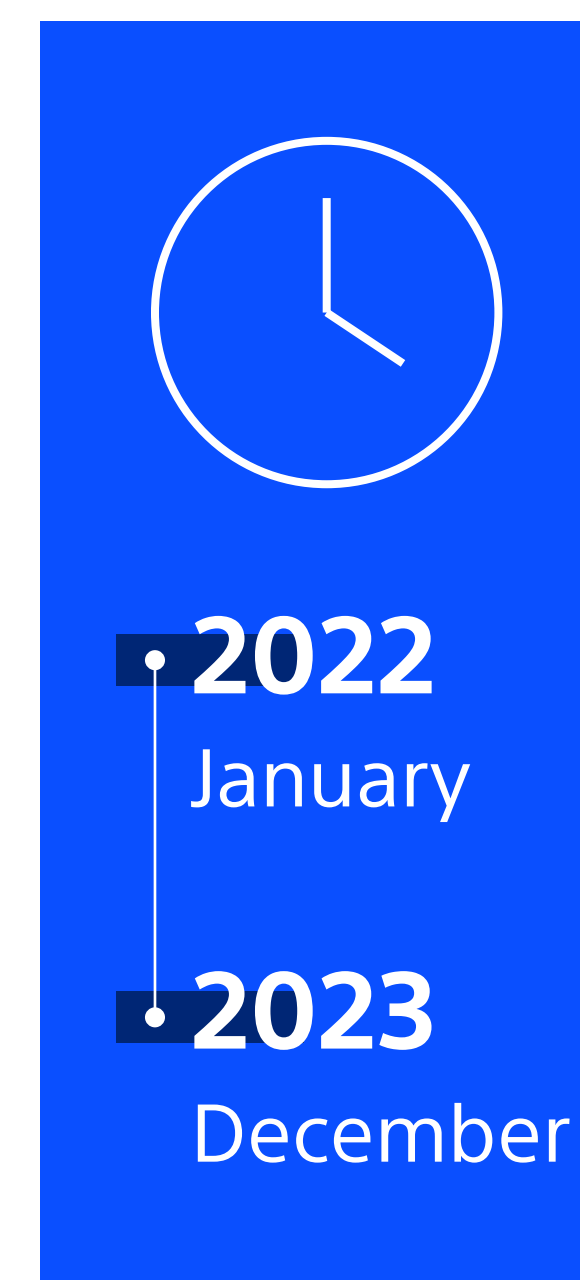
Project Description

Studying the challenges related to enforcing, granting, renewing, and revoking licenses for economic business in the Kingdom, aligning with current practices of competent bodies and the best local and international standards.



Key Accomplishments

01. Studied the current status of economic licenses in the Kingdom.
02. Benchmarked international practices from Russia, Georgia, Kazakhstan, UK, UAE, Singapore, and Oman.
03. Prepared a draft law and explanatory note.
04. Created the implementing regulations.



Project Description

Analyzed the professional sector in the Kingdom, focusing on legal form, administrative and financial affiliation, role efficiency, control, and governance to propose policies for improving professional entities in the Kingdom.



Key Accomplishments

01. Studied the governance and current situation of professional bodies in the Kingdom.
02. Analyzed international best practices in professional sector governance.
03. Developed proposed organizational policies for professional bodies' legislation.
04. Prepared a draft for a comprehensive law governing professional bodies.

Law and Regulation Drafting Experience

Drafting Telecommunications and Information Technology Law



Ministry of Communications and Information Technology

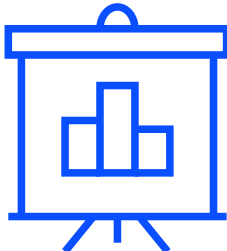
Project Description

Working with a Strategy& Company to develop the draft Telecommunications and Information Technology Law, focusing on legal and formulation aspects while the Strategy& Company handles the technical and technological aspects.



Key Accomplishments

- 01. Reformulated and restructured the law.
- 02. Conducted international and local studies and benchmarking against the provisions of the benchmark countries' telecommunications and information technology laws.



Drafting the Implementing Regulations of the Telecommunications and Information Technology Law



Ministry of Communications and Information Technology

Project Description

Working on the legal and formulation aspects while drafting the Implementing Regulations of the law in light of the new Telecommunications and Information Technology Law.



Key Accomplishments

- 01. Reformulated and structured the Implementing Regulations.
- 02. Analyzed current regulatory provisions and the proposed new law provisions.
- 03. Conducted international and local studies and benchmarking with the provisions of laws and undertaking the necessary benchmarks.



Law and Regulation Drafting Experience

Drafting the Electronic Transactions Law



Ministry of Communications and Information Technology

Project Description

Working with PwC to develop the Electronic Transaction Law, focusing on legal and formulation aspects while PwC handles the technical and technological aspects.



Key Accomplishments

01. Reformulated and structured the Law.
02. Analyzed current regulatory provisions and the proposed new law provisions.
03. Reviewed the applicable laws and regulations and identified any overlaps.



• **2020**
December

• **2022**
October

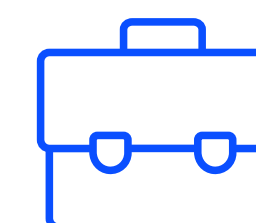
The Implementing Regulations of the Postal Services Law



Ministry of Communications and Information Technology

Project Description

Developing the Implementing Regulations for the New Postal Services Law. The regulations cover provisions regulating postal services, service providers, and the necessary licenses and terms of practicing postal activities.



Key Accomplishments

01. Developed the Implementing Regulations for the Postal Services Law.
02. Provide legal consultancy throughout the Project term.



• **2020**
October

• **2021**
March

Law and Regulation Drafting Experience

Establishing and Developing the Legal and Regulatory Framework for the Investment Ecosystem of Social Impact



HRSD



• **2020**
September

• **2021**
March



Project Description

Establishing and developing the legal and regulatory framework for the social impact investment ecosystem.



Key Accomplishments

01. Studied the challenges and opportunities in the social investment sector.
02. Proposed legislative solutions for managing the legal structure of social investment projects.
03. Created a legal framework to promote the social investment ecosystem in line with international best practices.

The Licensing Regulations for Energy Efficiency Service Providers

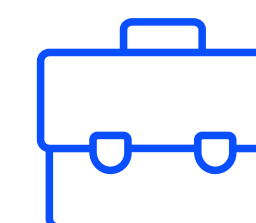


Saudi Energy Efficiency Center



• **2019**
December

• **2020**
February



Project Description

Developing a comprehensive document containing regulations, procedures, laws, and requirements related to licensing energy efficiency service providers in compliance with the regulations of the Saudi Energy Efficiency Center and other relevant entities.



Key Accomplishments

01. Reviewed and re-formulated the procedures guide for the licensing committee.
02. Reviewed the requirements and fees for licensing energy-efficient service providers.
03. Established a monitoring mechanism for licensed energy efficiency service providers.

Law and Regulation Drafting Experience

Preparing an amendment proposal for the Implementing Regulations for the Credit Information Law



Saudi Credit Bureau (SIMAH)



Project Description

Preparing a proposal for the Implementation Regulations for the Credit Information Law in collaboration with the Saudi Credit Bureau (SIMAH) to update and align them with the credit information industry.



Key Accomplishments

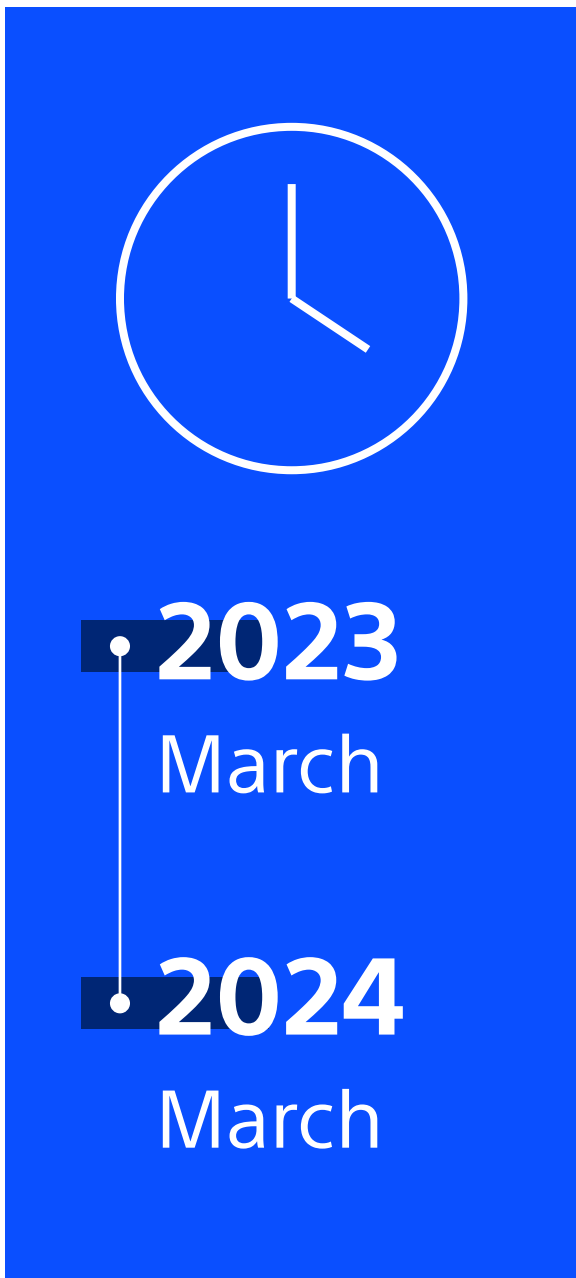
01. Re-formulated and restructured the Implementing Regulations.
02. Conducted an analytical study of the provisions of the current regulations in light of the Credit Information Law.
03. Conducted local and international studies, benchmarking with the provisions of laws, and undertaking the required benchmarks.

Drafting Regulations and procedures for handling lost and found items

الهيئة العامة للولاية على أموال القاصرين ومن في حكمهم
General Commission For The Guardianship Of Trust Funds For Minors And Their Counterparts



Wilayah



Project Description

Assessed and enhanced procedures for managing lost and found items, including reception, storage, categorization, and disposal. Conducted comparative analysis with international best practices, considering legal and ethical implications, to develop updated regulations for the Authority's processes.

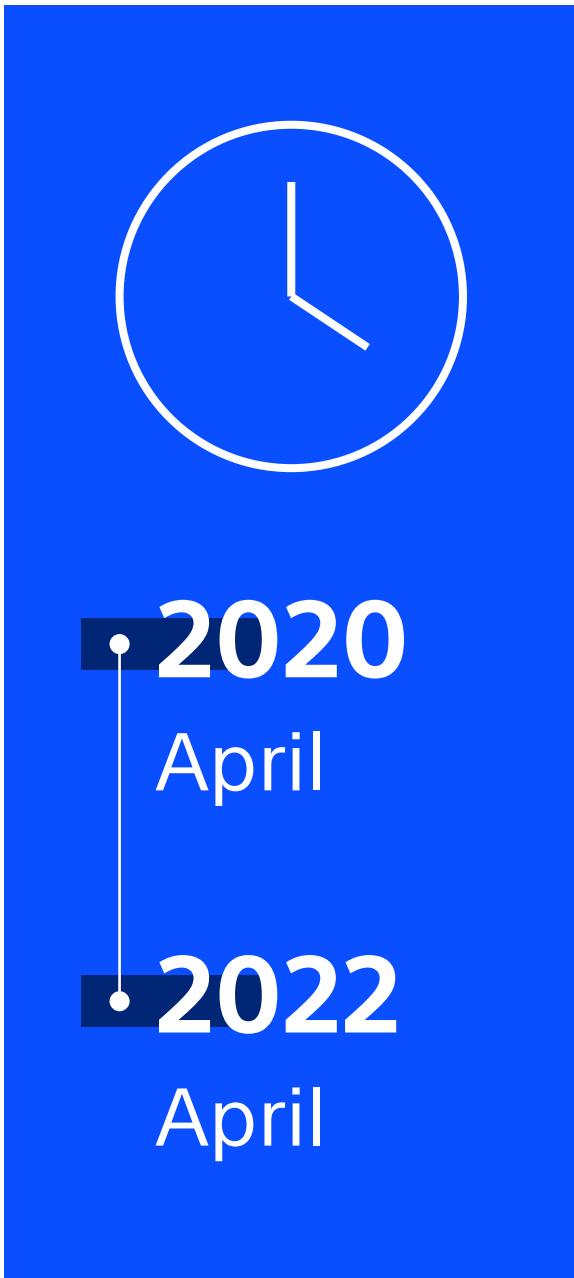


Key Accomplishments

01. Conducted a comprehensive study on managing lost and found items.
02. Benchmarked practices from the USA, UK, France, Japan, and UAE.
03. Drafted regulations for managing lost and found items.
04. Facilitated workshops and engaged with stakeholders.

Governance Experience

Governing and aligning associations that are technically outside HRSD’s control



Project Description

Overseeing and aligning associations that operate under the supervision of various entities apart from the Ministry of Human Resources and Social Development, with the objective of regulating the relationship between HRSD and these entities.



Key Accomplishments

- 01. Collected the financial and demographic data of the associations.
- 02. Studied the current situation for each association and developed treatment and alignment plans.
- 03. Governed and aligned (600) associations in accordance with the Law of Civil Society Associations and Organizations and its Implementing Regulations.

Governance of the Youth Impact Assembly



Mohammed Bin Salman Foundation (MISK)



Project Description

Developing the operational model and governance framework for the Youth Impact Assembly, encompassing the creation of guidelines, provisions, policies, work plans, internal regulations, as well as agreements.



Key Accomplishments

- 01. Developed an operating model and governance framework within the organizational structure of the Foundation.
- 02. Developed a procedural guide for managing the project, including HR plans, change management, authority matrix, communications, quality control, and risk management.



Governance Experience

Governing PNU Endowment



PNU Endowment Company



Project Description

Establishing governance frameworks for the PNU Endowment through the development of a detailed study comparing it with the best international practices in endowment governance.



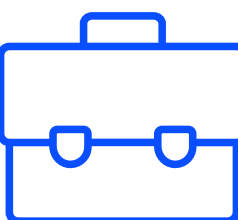
Key Accomplishments

- 01.1. Developed a governance structure outlining the relationships between the Company, the Endowment board, and the University.
02. Created documents to regulate and define tasks, responsibilities, and powers.
03. Formulated policies to regulate stakeholder relationships and establish governance standards.
04. Developed internal regulations for boards and committees.

Civil Society Organization Alignment and Empowerment



National Center for Non-Profit Center



Project Description

Supported civil society organizations to align with statutory requirements by developing guides and policies, and providing studies.



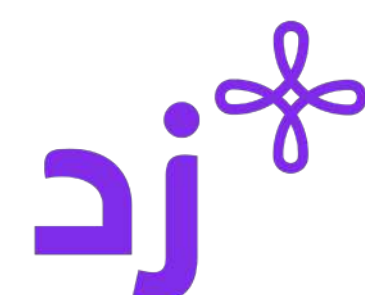
Key Accomplishments

01. Develop the primary model regulations for civil society organizations and align them with the updated Implementing Regulations.
02. Review the requests submitted to the Center.
03. Develop a policy for receiving cash subsidies from outside the Kingdom.



Governance Experience

Governance Services Provision for Zid



Zid



Project Description

Assessing legal governance to measure the extent of the Company’s compliance with laws issued by concerned entities, examining policies and procedural guides, and addressing legal challenges and risks



Key Accomplishments

- 01. Evaluated the Company’s legal compliance and governance and submitted proposals for addressing compliance gaps.
- 02. Developed several policies and procedural guides to achieve the highest level of legal compliance.

Legal Services Provision for Sakhaa Program



Sakhaa Program



Project Description

Providing legal services to the Program, including identifying program challenges, taking measures to address them, shaping the Program's governance, and offering legal and administrative models



Key Accomplishments

- 01. Assessed program challenges and current situation.
- 02. Developed legal recommendations and risk register.
- 03. Analyzed and activated incentives.
- 04. Provided extensive legal consultations.
- 05. Offered diverse legal and administrative models.
- 06. Prepared internal regulations and managed board and committee relationships.



Legal Consultations and Studies Experience

Legal Consultation Services for Supporting the National Digital Transformation Unit (NDU)



Ministry of Communications and Information Technology

Project Description

Providing legal and administrative consultation services related to the governance of the National Digital Transformation Committee's operations, with the goal of enhancing and improving the quality of its outcomes.

Key Accomplishments

01. Provided studies on the best global and regional practices of digital transformation.
02. Offered legal consultations on the international experiences of the Digital Transformation Unit.
03. Provided consultations to the National Digital Transformation Committee.

Legal Consultation Services for Supporting the National Technology Development Program (NTDP)



Ministry of Communications and Information Technology

Project Description

Providing legal support to the Program by preparing regulations, agreements, and work models, as well as developing and reviewing initiatives before finalizing agreements with the target entities.

Key Accomplishments

01. Provided specialized legal consultations.
02. Prepared, formulated, and reviewed local contracts and international agreements and conventions.
03. Prepared necessary legal documents.
04. Prepared a general framework for the program's legal department.

Legal Consultations and Studies Experience

Legal Consultation Services for Supporting the Communications & Information Technology Commission



Communications, Space and Technology Commission

Project Description

Provided comprehensive legal support to CST General Department of Legal Affairs, including preparing studies and technical regulations, examining assumptions and decisions, offering legal opinions, and supporting cases through legal position analysis and memorandum preparation.

Key Accomplishments

01. Submitted memoranda and studied complaints for CITC.
02. Provided representation services before judicial authorities.
03. Provided legal support and consultations to CITC.
04. Reviewed statements of claim and judicial memoranda, preparing them for submission to the competent court.

Updating the Executive Plan of the National Industrial Development and Logistics Program



National Industrial Development and Logistics Program (NIDLP)

Project Description

Reviewing the Program's executive plan, which involved examining legislation and statutory challenges, studying initiatives, and conducting workshops related to multiple sectors.

Key Accomplishments

01. Updated the executive plan of NIDLP for several sectors.
02. Conducted workshops for the sectors of industry, energy, mining, logistics, local content, and the fourth industry.
03. Finalized the revision and preparation of legislative initiatives and ensured their accuracy.

Legal Representation Experience

Legal Representation for SIMAH



Saudi Credit Bureau (SIMAH)



Project Description

Offering legal support for existing and potential cases before the Credit Information Dispute Settlement Committee, the Administrative Court of First Instance, and the Administrative Court of Appeal, and providing legal opinions in compliance with relevant laws and regulations.



Key Accomplishments

- 01. Submit memoranda and study complaints filed against SIMAH.
- 02. Provide representation services before judicial authorities.
- 03. Offer legal support in accordance with the Credit Information Law and its Implementing Regulations.

Legal Representation for Zid



Zid



Project Description

Providing legal support, starting from the phase of case study, as well as legal consultations to assess the feasibility of filing a case, and representing Zid legally before competent courts



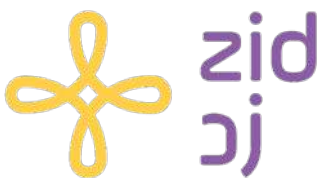
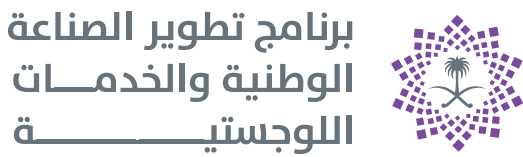
Key Accomplishments

- 01. Submit legal studies.
- 02. Submit legal memoranda.
- 03. Attend hearings.



Top clients

Top clients





For more information, please visit our website:
alfrayanlaw.com

