

وزارة الثقافة
Ministry of Culture
دولة قطر • State of Qatar



User Guide

License Request *Create Popular Teams*

www.moc.gov.qa

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Service Name	License Request Approval to <i>Create Popular Teams</i>
Service Description	This service enables companies to submit an online request to register a musical education activity, such as playing musical instruments.
Service Link	https://e.moc.gov.qa/mcs/servicecheck.aspx?serviceId=3005
Target Audience	<ul style="list-style-type: none"> ○ Qatari Individuals. ○ Companies
Submission Conditions	<ul style="list-style-type: none"> ○ The application is available for Individuals who must be Qatari. ○ Submission is available for Companies or through an authorized signatory.
Services fees	No Fees needed
Attachments	<p><u>Required Attachments :</u></p> <ol style="list-style-type: none"> 1. QID Scan (Required) 2. Commercial Registration Image (Required) 3. Rehearsal of the version (Required) 4. Certificate of proof of authorization to sign, in case of entering as a representative or authorized to sign (optional) 5. Other Attachments (optional)

How to access the service

First: If there is an account on the national authentication portal

1. Qatari individuals: Log in with the username and password.

نظام التوثيق الوطني
National Authentication System

توثيق وطني
TANTHEEQ

Authenticate with username and password

Log in using a smart card

Log in with a smart card

Frequently asked questions about the smart card

Log in by username

user name

password

continue

?did you forget your password

Create a new account

Cancellation

Government of Qatar r.r. ©

2. Companies and authorized signatories: Log in with a smart card.

نظام التوثيق الوطني
National Authentication System

توثيق وطني
TANTHEEQ

Authenticate with username and password

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Log in with a smart card

Frequently asked questions about the smart card

Log in by username

user name

password

continue

?did you forget your password

Create a new account

Cancellation

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Second: No account available on the national authentication portal

نظام التوثيق الوطني
National Authentication System

توثيق وطني
TANTHEEQ

Authenticate with username and password

Log in using a smart card

Log in with a smart card

Frequently asked questions about the smart card

Log in by username

user name

password

continue

?did you forget your password

Create a new account

Cancellation

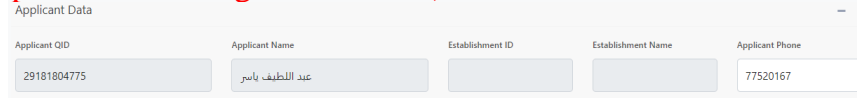
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Notes: If there is any problem with your account on the national authentication system or with the activation of your smart card, you can call 109.

Enter application data

■ **First: Applicant Data:**

The applicant's mobile number is automatically available (it is possible to change the number)

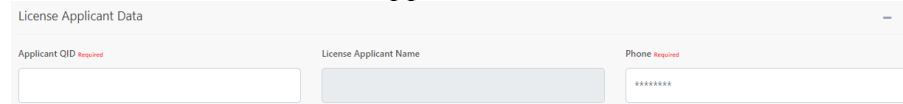


Applicant Data

Applicant QID	Applicant Name	Establishment ID	Establishment Name	Applicant Phone
29181804775	عبد اللطيف باسر			77520167

■ **Second: License Applicant Data:**

1. Enter the personal number of the applicant
2. The name of the license applicant (it will be returned automatically through the personal number, and if the name does not return, write it manually)
3. Enter the mobile of the applicant



License Applicant Data

Applicant QID <small>Required</small>	License Applicant Name	Phone <small>Required</small>

■ **Third: Officials Data:**

1. Choose an action

- A company under incorporation (in case a new company is established)
- Renewal of the commercial register (in case of renewal)
- Adding an activity for the company (in case another activity is added to the commercial register)

* It is not possible to choose more than one procedure on the same request

2. Choose an activity

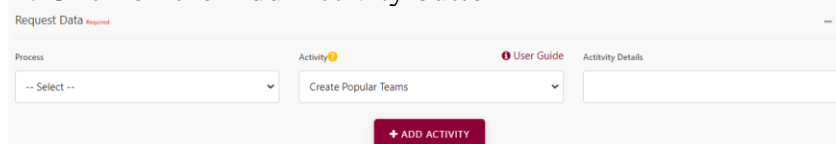
- *Create Popular Teams*

* There is a yellow icon next to each activity, when clicking on it, an activity explanation appears

* You can choose more than one activity for the same type of procedure within the same application

3. Enter activity details

4. Click on the Add Activity button



Request Data Required

Process	Activity	User Guide	Activity Details
-- Select --	Create Popular Teams		

+ ADD ACTIVITY

Fourth: Company Data:

Company Data

Commercial Registration No	Company Name	Section Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Entering the commercial registry number (in the case of choosing the type of procedure, renewing the commercial register or adding activity to a company)

* In the case of writing a commercial registry number, the personal number of the license applicant must be present in the registry from among the partners and founders or authorized to sign to show the name of the company automatically and the branches, if any

2. Company name

- The company name is entered in the case of choosing the type of procedure, a company under establishment
- The name of the company is automatically returned in the event that a valid commercial registry number is entered in the case of choosing the type of procedure, renewing the commercial registry or adding an activity to a company

3. Branches

The branches are automatically returned to choose the branch in the event that a valid commercial registration number is entered for a company with branches in the case of choosing the type of procedure, renewing the commercial registry or adding activity to a company

4. Name of the branch

(In case the branch is chosen from the Branches field, it will be written automatically inside the branch name)

■ fifth: Request General Attachments:

How to Add an Attachment


1. Choose Attachment Type
2. Download the attachment from the device by clicking on choose file
3. Press Add Attachment
4. To Update Attachments, You Must Delete them First and Add them Again

	<p>Request General Attachments</p> <p>To Update Attachments, You Must Delete them First and Add them Again</p> <p>Attachment Type: -- Select --</p> <p>Attachment: Choose File No file chosen</p> <p>+ ADD ATTACHMENT</p> <p>▪ Eighth: General Notes on Request :</p> <p>You can add any general notes on the request (Optional)</p> <p>Request General Notes</p> <p>Notes</p>
Application Submission	<p>▪ After completing the entry of the required data and attachments, you can click on the Send request button</p> <p>SEND REQUEST</p> <p>▪ After sending the request, a message will appear on the system, which contains the request number</p> <p>Request Sent Successfully</p> <p>2020-ACT-653 : Request No</p> <p>موافقة</p>
Follow up with the Application	<p>The request can be followed up after logging in on the e-services website through the My Requests screen.</p>
Request Update	<p>▪ If the request is returned to complete the data :</p> <p>1. The application can be opened through My Requests screen by</p>

pressing the application number.


#	Request No	License No	Date
1	2020-ACT-653	-	23/12/2020

2. Make the required updates to the application, then press the button to Edit and send the request



Print practice license

- After successfully paying the application fee, the practice license can be printed from the system by opening the application from the **My Requests screen**, then clicking the Print practice license button.



***Important Note :**
If you click on Print practice license and the form does not appear on the screen, make sure that Allow pop-ups are activated from the top of the web page.

Services after obtaining the license

Update Request Data

In case there is a need to amend the license data in force, such as the data for (the license holder - the responsible manager - adding a partner - leaving a partner - modifying the trade name - transferring the activity from the main registry to a subsidiary register)

- Open Request from My Requests screen
- Click on the **Update Request** button located at the bottom of the application

