

وزارة الثقافة  
Ministry of Culture  
دولة قطر • State of Qatar



**User Guide**

*License Request Preparation of Concerts and General  
Artistic Events*

[www.moc.gov.qa](http://www.moc.gov.qa)

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## Contents

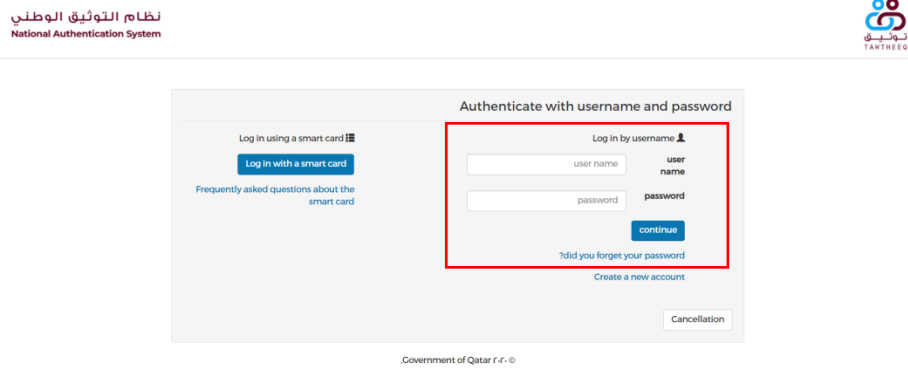
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Service Name	License Request Approval to <i>Preparation of Concerts and General Artistic Events</i>
Service Description	This service allows companies to submit a request online for the activity of preparing and organizing concerts and public artistic events, through the government services portal of the Ministry of Culture .
Service Link	<a href="https://e.moc.gov.qa/mcs/servicecheck.aspx?serviceId=3003">https://e.moc.gov.qa/mcs/servicecheck.aspx?serviceId=3003</a>
Target Audience	<ul style="list-style-type: none"> <li>○ Qatari Individuals.</li> <li>○ Companies</li> </ul>
Submission Conditions	<ul style="list-style-type: none"> <li>○ The application is available for Individuals who must be <b>Qatari</b>.</li> <li>○ Submission is available for Companies or through an authorized signatory.</li> </ul>
Services fees	No Fees needed
Attachments	<p><u>Required Attachments :</u></p> <ol style="list-style-type: none"> <li>1. QID Scan (<b>Required</b>)</li> <li>2. Commercial Registration Image (<b>Required</b>)</li> <li>3. Rehearsal of the version (<b>Required</b>)</li> <li>4. Certificate of proof of authorization to sign, in case of entering as a representative or authorized to sign (<b>optional</b>)</li> <li>5. Other Attachments (<b>optional</b>)</li> </ol>

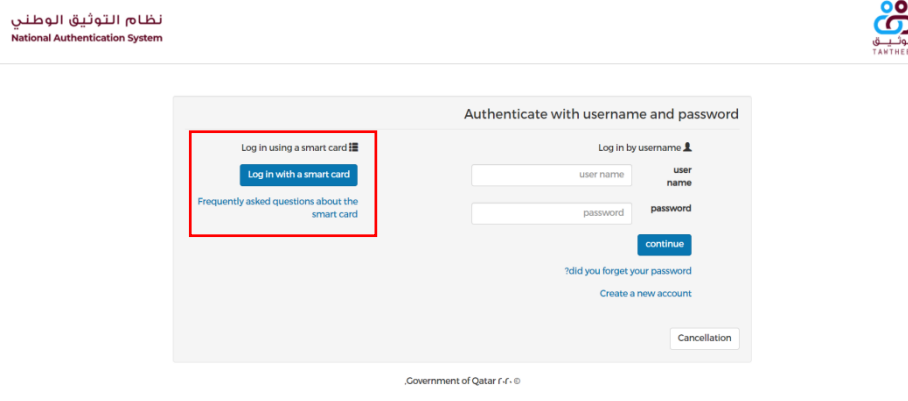
How to access the service

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

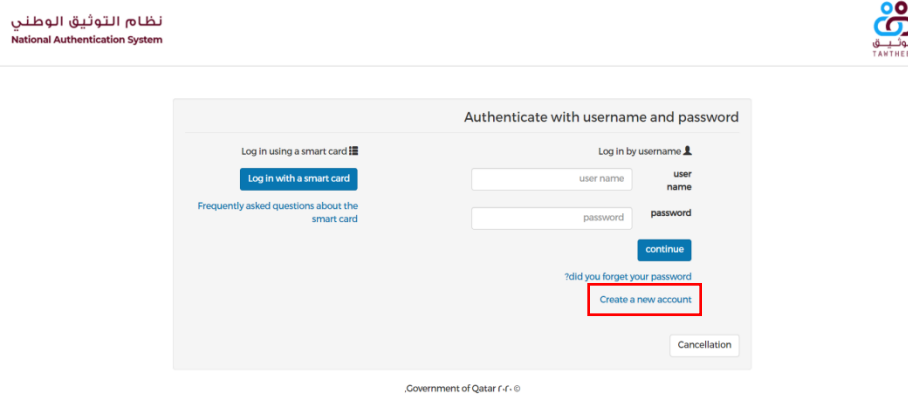
1. Qatari individuals: Log in with the username and password.



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



**Second:** No account available on the national authentication portal



**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	<ul style="list-style-type: none"> <li> <p>■ <b>First: Applicant Data:</b>            The applicant's mobile number is automatically available (it is possible to change the number)</p> <div data-bbox="456 415 1312 510"> <p>Applicant Data</p> <table border="1"> <thead> <tr> <th>Applicant QID</th> <th>Applicant Name</th> <th>Establishment ID</th> <th>Establishment Name</th> <th>Applicant Phone</th> </tr> </thead> <tbody> <tr> <td>29181804775</td> <td>عبد اللطيف ياسر</td> <td></td> <td></td> <td>77520167</td> </tr> </tbody> </table> </div> </li> <li> <p>■ <b>Second: License Applicant Data:</b></p> <ol style="list-style-type: none"> <li>1. Enter the personal number of the applicant</li> <li>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)</li> <li>3. Enter the mobile of the applicant</li> </ol> <div data-bbox="456 779 1357 884"> <p>License Applicant Data</p> <table border="1"> <thead> <tr> <th>Applicant QID <small>Required</small></th> <th>License Applicant Name</th> <th>Phone <small>Required</small></th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="*****"/></td> </tr> </tbody> </table> </div> </li> <li> <p>■ <b>Third: Officials Data:</b></p> <ol style="list-style-type: none"> <li>1. Choose an action           <ul style="list-style-type: none"> <li>○ A company under incorporation (in case a new company is established)</li> <li>○ Renewal of the commercial register (in case of renewal)</li> <li>○ Adding an activity for the company (in case another activity is added to the commercial register)</li> </ul> <p>* It is not possible to choose more than one procedure on the same request</p> </li> <li>2. Choose an activity           <ul style="list-style-type: none"> <li>○ <i>Preparation of Concerts and General Artistic Events</i></li> </ul> <p>* There is a yellow icon next to each activity, when clicking on it, an activity explanation appears</p> <p>* You can choose more than one activity for the same type of procedure within the same application</p> </li> <li>3. Enter activity details</li> <li>4. Click on the Add Activity button</li> </ol> </li> </ul>	Applicant QID	Applicant Name	Establishment ID	Establishment Name	Applicant Phone	29181804775	عبد اللطيف ياسر			77520167	Applicant QID <small>Required</small>	License Applicant Name	Phone <small>Required</small>	<input type="text"/>	<input type="text"/>	<input type="text" value="*****"/>
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<input type="text"/>	<input type="text"/>	<input type="text" value="*****"/>															

Request Data Required
—

Process

Activity

User Guide

Activity Details

### Fourth: Company Data:

Company Data
—

Commercial Registration No

Company Name

Section Name

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

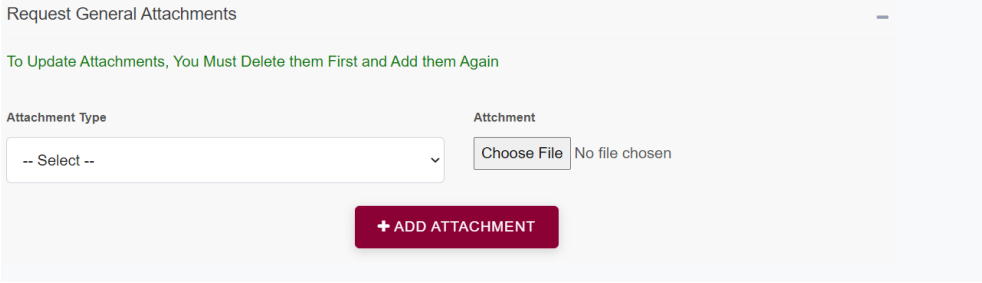
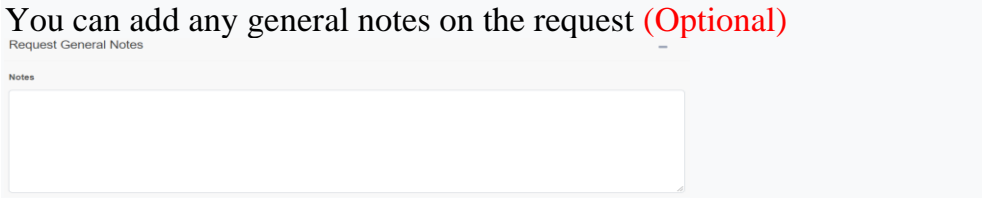


The branches are automatically returned to choose the branch in the event that a valid commercial registration number is entered for a company with branches in the case of choosing the type of procedure, renewing the commercial registry or adding activity to a company
4. Name of the branch




(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

	<p>3. Press Add Attachment</p> <p>4. To Update Attachments, You Must Delete them First and Add them Again</p>  <p>■ <b>Eighth: General Notes on Request :</b></p> 
Application Submission	<ul style="list-style-type: none"> <li>After completing the entry of the required data and attachments, you can click on the <b>Send request button</b></li> </ul>  <ul style="list-style-type: none"> <li>After sending the request, a message will appear on the system, which contains the request number</li> </ul> 
Follow up with the Application	<p>The request can be followed up after logging in on the e-services website through the <b>My Requests screen</b>.</p>
Request Update	<ul style="list-style-type: none"> <li><b>If the request is returned to complete the data :</b></li> </ul>

	<p>1. The application can be opened through <b>My Requests screen</b> by pressing the application number.</p> <table border="1" data-bbox="483 346 1269 443"> <thead> <tr> <th>#</th> <th>Request No</th> <th>License No</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2020-ACT-653</td> <td>-</td> <td>23/12/2020</td> </tr> </tbody> </table> <p>2. Make the required updates to the application, then press the button to Edit and send the request</p> <p></p>	#	Request No	License No	Date	1	2020-ACT-653	-	23/12/2020
#	Request No	License No	Date						
1	2020-ACT-653	-	23/12/2020						
<p>Print practice license</p>	<p>▪ After successfully paying the application fee, the practice license can be printed from the system by opening the application from the <b>My Requests screen</b>, then clicking the Print practice license button.</p> <p></p> <p><b>*Important Note :</b> 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.</p>								
<p>Services after obtaining the license</p>									
<p>Update Request Data</p>	<p>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)</p> <ol style="list-style-type: none"> <li>1. Open Request from My Requests screen</li> <li>2. Click on the <b>Update Request</b> button located at the bottom of the application</li> </ol> <p></p>								