

وزارة الثقافة  
Ministry of Culture  
دولة قطر • State of Qatar



**User Guide**

License Request to Operate *Digital Broadcasting Channel*  
(DAB)

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

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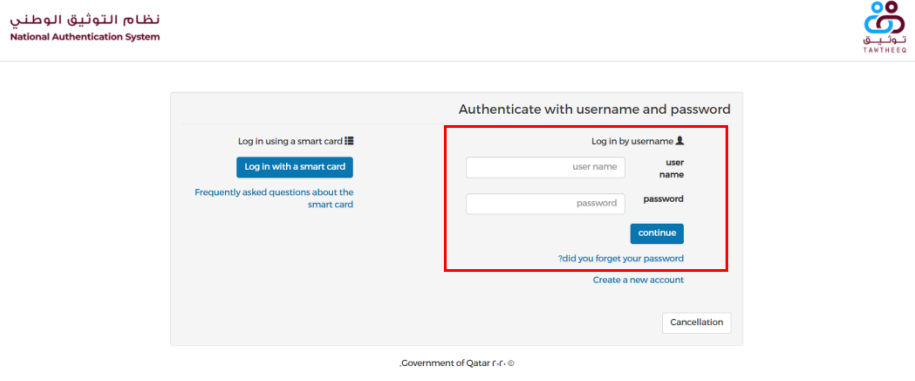
Service Name	License Request to Operate <i>Digital Broadcasting Channel</i>
Service Description	This service allows Qatari companies and individuals to submit an application online, on the online portal of the Ministry of Culture , to obtain a <i>Digital Broadcasting Channel</i> license <u>License Duration: 3 year.</u>
Service Link	<a href="https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=4002">https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=4002</a>
Target Audience	<ul style="list-style-type: none"> <li>○ Qatari Individuals.</li> <li>○ Organizations.</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 Organizations or through an authorized signatory.</li> <li>○ The channel manager must be a Qatari citizen</li> </ul>
Services fees	<ul style="list-style-type: none"> <li>○ <b>License Issuance</b> : 100.000 Qatari Ryal</li> <li>○ <b>License Renewal</b> : 60.000 Qatari Ryal</li> <li>○ <b>Edit License Data</b> : No Fees needed</li> <li>○ <b>Transfer ownership</b> : No Fees needed</li> </ul>
Attachments	<ul style="list-style-type: none"> <li>▪ <u>Required Attachments</u> : <ol style="list-style-type: none"> <li>1. QID Scan of the License Owner and partners <b>(Required)</b></li> <li>2. QID Scan of Responsible Manager <b>(Required)</b></li> </ol> </li> <li>▪ <u>Required Attachments</u> : <ol style="list-style-type: none"> <li>1. A letter in the name of the director of the department. <b>(Required)</b></li> <li>2. A study of the canal. <b>(Required)</b></li> <li>3. A copy of the ID card of at least one partner in case there are partners. <b>(Required)</b></li> <li>4. A copy of the ID of the license holder and channel manager <b>(optional)</b></li> <li>5. Copy of the commercial register <b>(optional)</b></li> <li>6. A copy of the membership of the Chamber of Industry and Commerce of Qatar <b>(optional)</b></li> </ol> </li> </ul>

- 7. Feasibility study (optional)
  - 8. Certificate of proof of authorization to sign, in case of entering as a representative or authorized to sign (optional)
  - 9. Other documents (optional)
- In the case of initial approval of the application:
    1. Acknowledgment and undertaking. ( Required )
    2. A copy of the initial approval with the approval of other authorities. (Required)

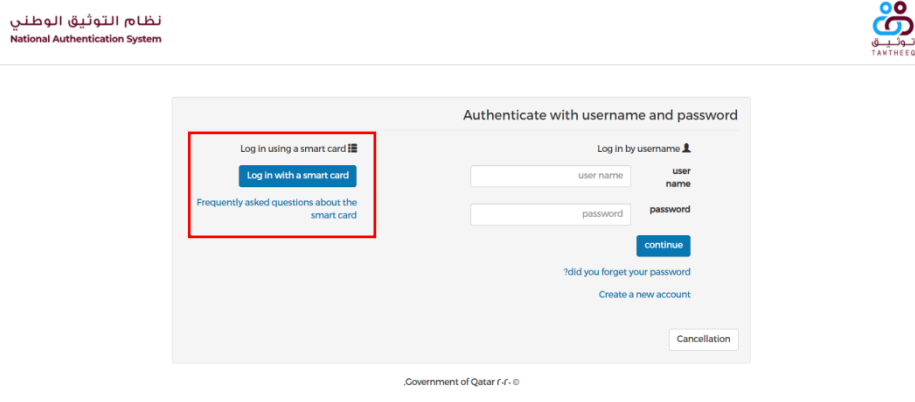
How to access the service

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

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

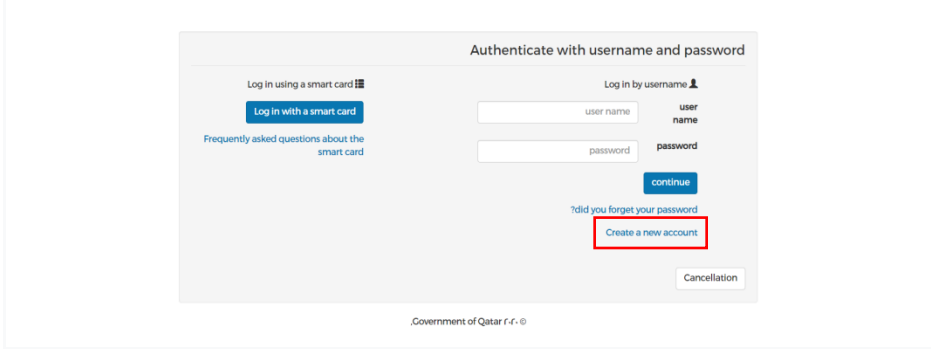


2. Companies and authorized signatories: Log in with a smart card.



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

نظام التوثيق الوطني  
National Authentication System



**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: Request Data :**
  1. Enter the channel name
  2. Enter the channel manager card number (he must be Qatari)
  3. Name of the channel manager
    - \* The name will be returned automatically if a valid card number is written to the channel manager
    - \* Enter the name of the channel manager in case the name does not return
  4. Choose the type of license (Digital Broadcasting Channel)
    - \* There is a yellow icon next to each license type, when clicking on it, an explanation of the license type appears

License Type ? User Guide

Digital broadcasting channel (DAB) v
  5. Choose the channel's language from the list of existing languages
  6. Enter the emission limits (frequency spectrum) (optional)
  7. Enter the old license (optional)
  8. Choose the limits of broadcast coverage area (optional)
    - \* Limits of broadcast coverage area
      - o The city of Doha
      - o Greater Doha
      - o State of Qatar

Request Data

Channel Name <small>Required</small>	Channel Manager QID <small>Required</small>	Channel Manager Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
License Type <small>User Guide</small>	Channel Language	Channel Frequency
Digital broadcasting channel (DAB) <small>▼</small>	Arabic <small>▼</small>	<input type="text"/>
Old License	Coverage Area Limits	Fees With Qatariyan Ryal
<input type="text"/>	Doha City <small>▼</small>	100000

■ **Second: Company Data:**

1. Choose Is there a commercial register for the company?

- Yes, if there is an existing company that has a commercial register and wants to add the activity
- No, in the case of creating a new company that does not have a record

2. Entering the company's commercial registration number, if a commercial register is chosen

(The personal number of the applicant must be present in the registry among the partners, founders, or authorized signatories, until the rest of the company data is returned)

3. In the event that a valid commercial registry number is entered, the following data will be returned automatically

Company name  
Capital is in Qatari riyals  
postal code  
Company phone  
Company address

4. Entering the following data in the event that the company does not have a commercial register

Company name (required)  
Capital in Qatari riyals (optional)  
postal code (optional)  
Telephone (required)  
Company address (optional)

5. Enter the mobile number of the license holder (required)

6. Enter the e-mail of the license holder (required)

Company Data

Have a record trading number ?  Yes  No

Company Record Trading Required

Company Name

Company Capital

Postal Code

Phone

Mobile Required

E-mail Required

Company Address

■ **Third: Programs Types:**

1. Choose a program type from the list of existing program types (required)

2. Click on the add program type button to add.

3. You can add more than one program type in the same way, and press the Add Program Type button with each addition.

4. The same type of program cannot be repeated

Programs Types

Programs Types

-- Select --

+ ADD PROGRAM TYPE

■ **Fourth: Partners and founders Data : (optional)**

○ The data of the partners and founders inside the registry will be returned automatically if a valid commercial registration number is written

○ In the case of adding new partners and founders, it is done this way

1. Enter the name

2. Enter the personal number

3. Choose the date of birth from the calendar and not write it

manually

4. Enter notes

5. Click on the Add Partner button to add.

6. You can add more than one partner and founder in the same way, and press the Add Partner button with each addition.

Partners and founders Data

Name	Birth Date	Personal Number
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
Notes <input type="text"/>		

**+ ADD PARTNER**

■ **Fifth: General Attachments on Request :**

**How to Add an Attachment**

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

Request General Attachments

To Update Attachments, You Must Delete them First and Add them Again

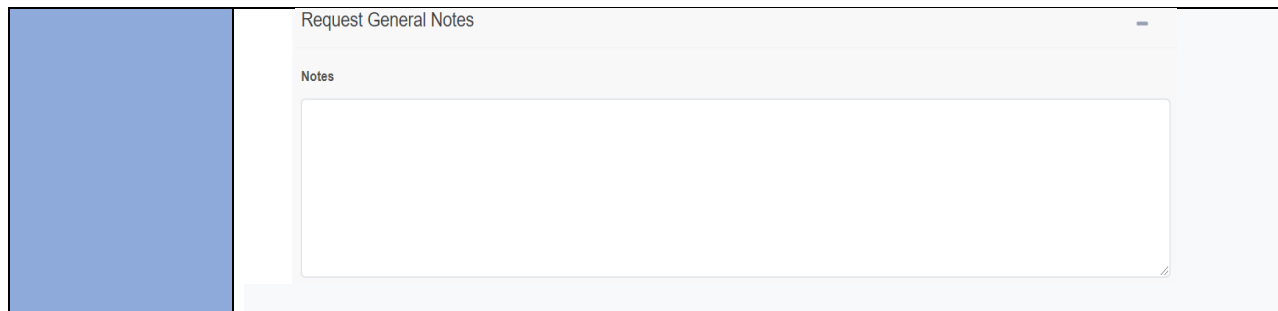
Attachment Type	Attachment
<input type="text" value="-- Select --"/>	<input type="button" value="Choose File"/> No file chosen

**+ ADD ATTACHMENT**

■ **Eighth: General Notes on Request :**


You can add any general notes on the request **(Optional)**



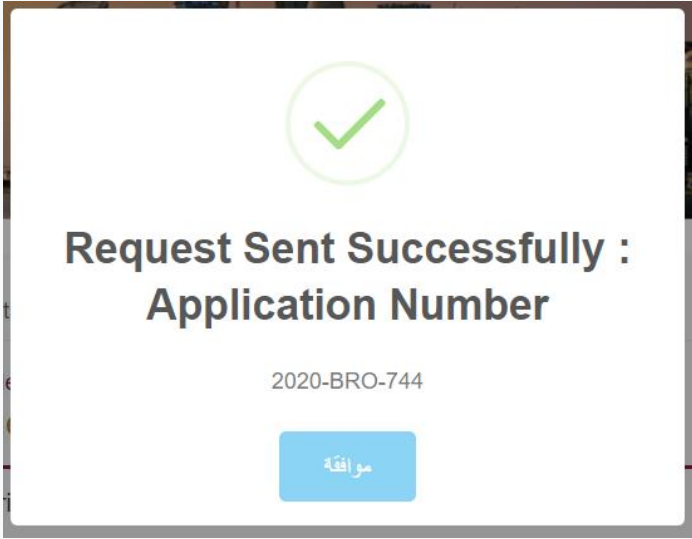


Application Submission

- After completing the entry of the required data and attachments, you can click on the **Send request button**



- After sending the request, a message will appear on the system, which contains the request number



Follow up with the Application

The request can be followed up after logging in on the e-services website through the **My Requests screen**.

Request Update

- **If the request is returned to complete the data :**

1. The application can be opened through **My Requests screen** by pressing the application number.

#	Request No	License No	Date	Activity	Type
1	2020-BRO-744	-	20/12/2020	-	

2. Make the required updates to the application, then press the button

to Edit and send the request



Pay application fee

▪ **After approval of the application by the concerned department :**

1. The applicant can pay the application fee by opening the application from the **My Requests screen** by clicking on the application number

#	Request No	License No	Date	Activity	Type
1	2020-BRO-744	.	20/12/2020	.	

2. Press Fees Payment



Total Fees Due : 100.000 QR

3. Fill in the information required to complete the payment process, and then press Pay

**Qatar e-Government**  
Secure payment

Card number \*

Expiry month \* Expiry year \*



MM ▼ YY ▼

Cardholder name \*

Security code \*

 3 digits on back of your card

**\*An important note regarding the payment process :**  
In the event that a letter from the bank arrives to withdraw the amount, please do not pay the fees again for the same request, except after consulting the administration.

<p>Print payment receipt</p>	<ul style="list-style-type: none"> <li>After successfully paying the application fee, the payment receipt can be printed from the system by opening the application from the <b>My Requests screen</b> and clicking the Print Payment Receipt button.</li> </ul> <div data-bbox="509 411 927 485" style="text-align: center;">  </div> <p><b>*Important Note :</b> If you click on Print Fees Receipt 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>Print practice license</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <div data-bbox="509 909 867 989" style="text-align: center;">  </div> <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>