

وزارة الثقافة
Ministry of Culture
دولة قطر • State of Qatar



User Guide

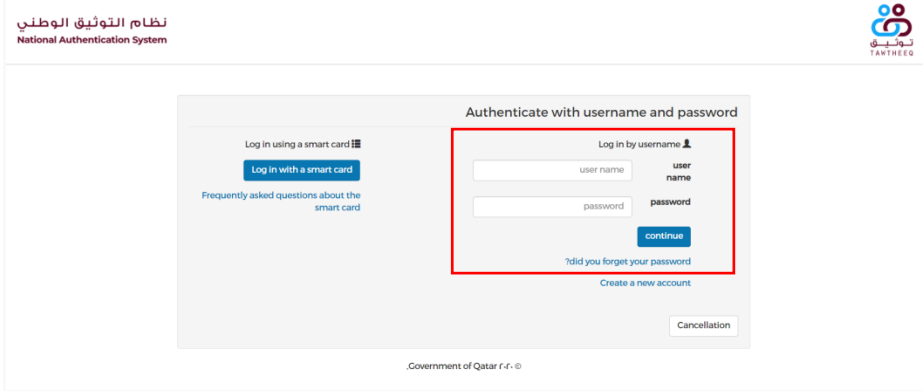
Exploitation License Request

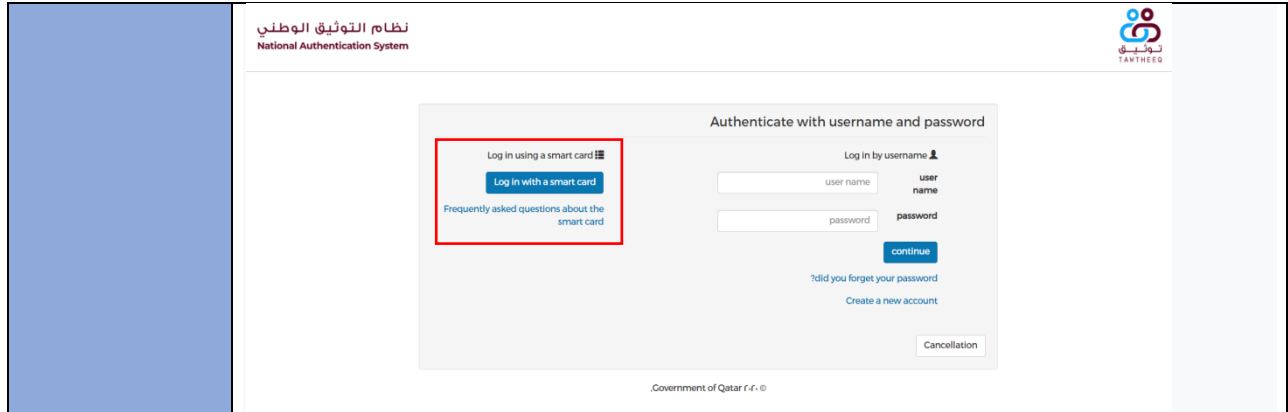
www.moc.gov.qa

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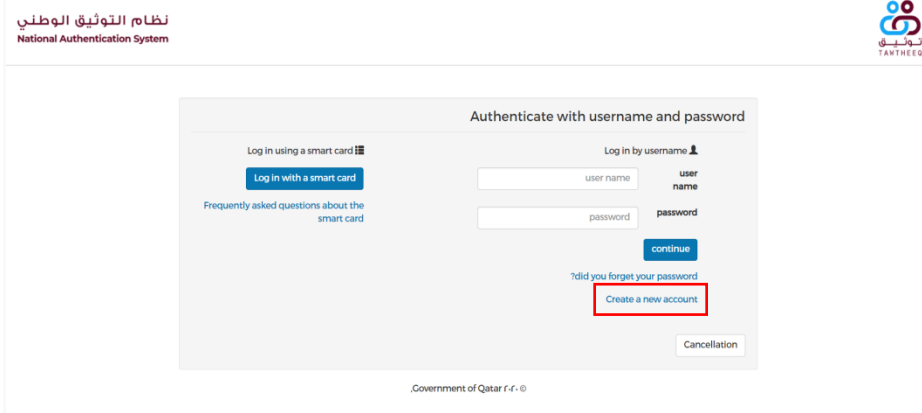
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Service Name	<i>Exploitation License Request</i>
Service Description	This service allows individuals and companies to submit a request online to purchase intellectual property rights for literary works, through the e-services portal of the Ministry of Culture .
Service Link	https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=5001
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>Required Attachments:</p> <p>1- A copy of the literary work (optional)</p> <p>2- Other attachments (optional)</p>
How to access the service	<p>First: If there is an account on the national authentication portal</p> <p>1. Qatari individuals: Log in with the username and password.</p>  <p>2. Companies and authorized signatories: Log in with a smart card.</p>



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

■ **1: Literary Classified Data:**

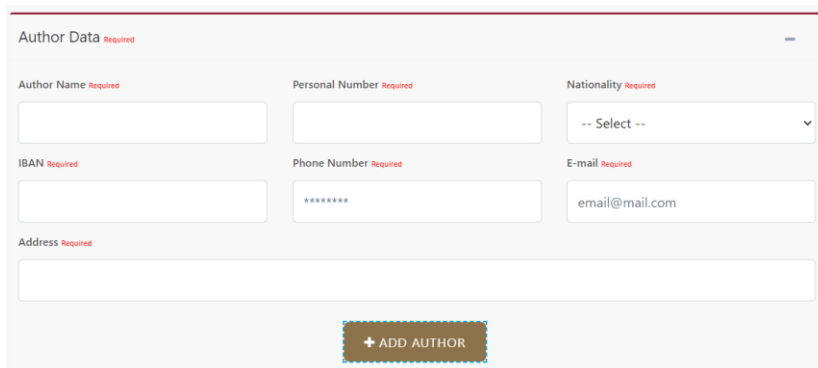
1. Enter the name of the literary work (**required**)
2. Choose the type of literary work **required** (novel-story-poetry-diaries-notes)
3. Enter the link of the literary work (**optional**)

Literary Classified Data -

Literary work Name Required	Literary work Type Required	Literary work URL link
	-- Select -- v	

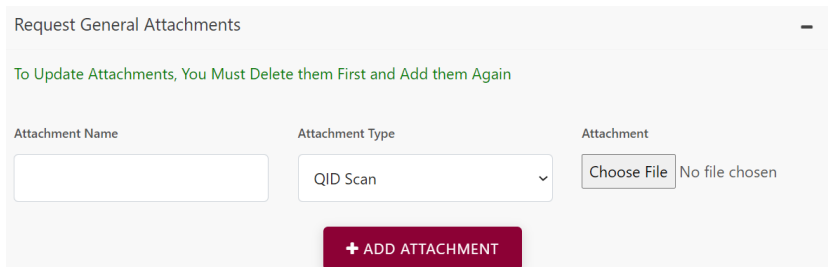
- **2: Author Data:**

1. Enter the author's name
2. Enter the personal number
3. Choose a nationality
4. Enter IBAN
5. Enter the mobile number
6. Enter an email
7. Enter the address
8. Click on the Add author button
9. You can add more than one author in the same way, and press the Add Author button with each addition



The screenshot shows a form titled "Author Data" with a red "Required" label. It contains several input fields: "Author Name", "Personal Number", "Nationality" (a dropdown menu with "-- Select --"), "IBAN", "Phone Number" (with a masked input "*****"), "E-mail" (with the example "email@mail.com"), and "Address". A brown button with a plus sign and the text "+ ADD AUTHOR" is located at the bottom of the form.


- **3: General attachments on Request :**



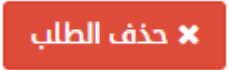




The screenshot shows a form titled "Request General Attachments" with a red "Required" label. It includes a green instruction: "To Update Attachments, You Must Delete them First and Add them Again". The form has three main sections: "Attachment Name" (input field), "Attachment Type" (dropdown menu with "QID Scan" selected), and "Attachment" (a "Choose File" button and the text "No file chosen"). A maroon button with a plus sign and the text "+ ADD ATTACHMENT" is at the bottom.

- **4: General Notes on Request :**

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

	<p>Request General Notes</p> <p>Notes</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>														
<p>Application Submission</p>	<ul style="list-style-type: none"> ▪ If you click on Save the request, the request will be saved as a draft to complete the rest of the data and attachments later and open the request again to amend, send or delete it <div style="text-align: center; margin: 10px 0;"> + إرسال الطلب + حفظ الطلب </div> <ul style="list-style-type: none"> ▪ If the request is sent, the request will be sent directly to the concerned department ▪ After saving or sending the request, a message appears on the system that saved or sent successfully and contains the order number <div style="text-align: center; margin: 10px 0;">  <p style="font-size: 1.2em; font-weight: bold; color: #007bff;">تم حفظ الطلب بنجاح : رقم الطلب</p> <p style="font-size: 1.1em; color: #007bff;">2020-RSC-286</p> <p style="background-color: #007bff; color: white; padding: 10px 20px; border-radius: 5px; display: inline-block;">OK</p> </div>														
<p>Application procedures after saving as draft</p>	<ul style="list-style-type: none"> • If the application is saved as a draft, the application can be opened again through the My Requests screen and click on the application number to complete the rest of the application procedures <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="font-size: 0.8em;"># رقم الطلب</th> <th style="font-size: 0.8em;">رقم الرخصة</th> <th style="font-size: 0.8em;">التاريخ</th> <th style="font-size: 0.8em;">النشاط</th> <th style="font-size: 0.8em;">نوع الطلب</th> <th style="font-size: 0.8em;">حالة الطلب</th> <th style="font-size: 0.8em;">نوع الاجراء</th> </tr> </thead> <tbody> <tr> <td style="border: 2px dashed red; color: red;">2020-RSC-286</td> <td></td> <td>27/06/2020</td> <td></td> <td>طلب إستغلال</td> <td>مسودة</td> <td>طلب جديد</td> </tr> </tbody> </table>	# رقم الطلب	رقم الرخصة	التاريخ	النشاط	نوع الطلب	حالة الطلب	نوع الاجراء	2020-RSC-286		27/06/2020		طلب إستغلال	مسودة	طلب جديد
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2020-RSC-286		27/06/2020		طلب إستغلال	مسودة	طلب جديد									

	<ul style="list-style-type: none"> • Modify the required information and press the button to modify the request noting that the status of the application remains as it is drafted  • Send the request after completing all the required data, by pressing the Send request button  • Delete the request when it is not needed by pressing the Delete Request button  																
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	<p>If the request is retrieved to complete the data</p> <ol style="list-style-type: none"> 1. The order can be opened through the My Orders screen by pressing the order number. <table border="1" data-bbox="412 1115 1183 1209"> <thead> <tr> <th>#</th> <th>رقم الطلب</th> <th>رقم الرخصة</th> <th>التاريخ</th> <th>النشاط</th> <th>نوع الطلب</th> <th>حالة الطلب</th> <th>نوع الاجراء</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2020-RSC-283</td> <td></td> <td>27/06/2020</td> <td></td> <td>طلب إستغلال</td> <td>بانتظار استكمال البيانات</td> <td>طلب جديد</td> </tr> </tbody> </table> 2. Make the required amendment to the application, then press the button to amend the request  3. Click on the "Send request" button  	#	رقم الطلب	رقم الرخصة	التاريخ	النشاط	نوع الطلب	حالة الطلب	نوع الاجراء	1	2020-RSC-283		27/06/2020		طلب إستغلال	بانتظار استكمال البيانات	طلب جديد
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