

وزارة الثقافة
Ministry of Culture
دولة قطر • State of Qatar



User Guide

License Request Approval to issue
Bulletin

www.moc.gov.qa

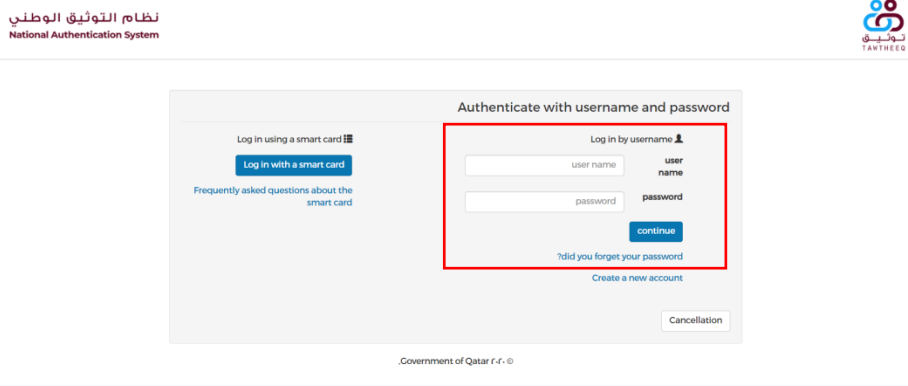
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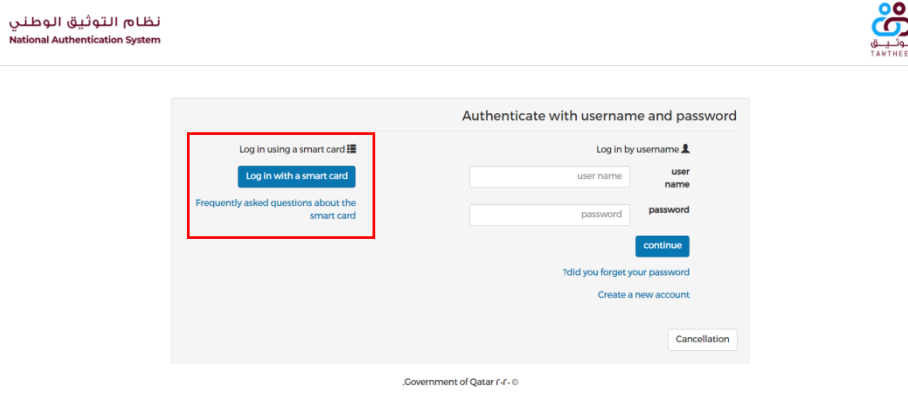
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|-----------------------|---|
| Service Name | License Request Approval to issue <i>Bulletin</i> |
| Service Description | This service allows holders of advertising and public relations activities licenses to submit a request for approval to issue a promotional and advertisement flyer, via the e-services portal of the Ministry of Culture , in accordance with Law No. (8) Of 1979 regarding publications and publishing. <u>License Duration: Six month.</u> |
| Service Link | https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=2207 |
| 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. <p>*The company must have a valid license for advertising activity and public relations</p> |
| Services fees | <ul style="list-style-type: none"> ○ Issuance : 200 ryal Qatari ○ Add new Issuance : 200 ryal Qatari ○ Edit Approval Data : No Fees needed ○ Cancel Approval : 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 | First: If there is an account on the national authentication portal |

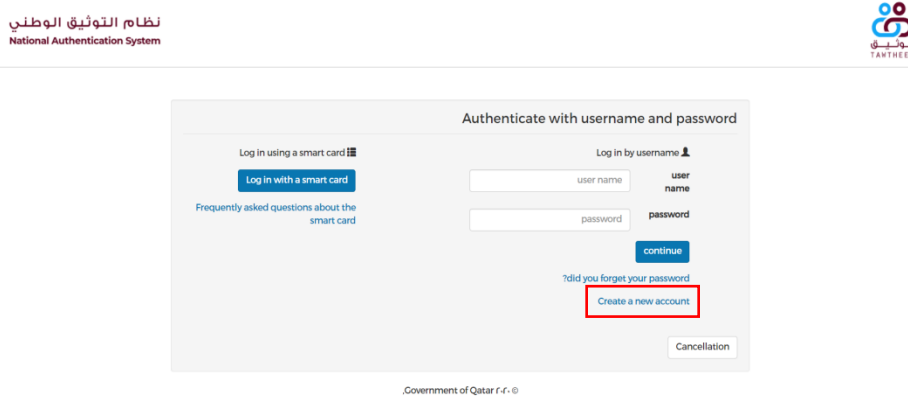
1. Qatari individuals: Log in with the username and password.



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

■ **First: Choose Approval Type: (Bulletin)**

Request Data  User Guide

Required approval Type

Bulletin

■ **Second: License Applicant Data:**

1. Enter the name of the license applicant
2. Enter the personal number of the license applicant
3. Choose the date of birth of the license applicant from the calendar
4. Choose a nationality
5. Enter the employer
6. Enter the address
7. Enter the PO Box
8. Enter a phone
9. Enter mobile
10. Enter a fax (optional)

License Applicant Data

| | | | |
|--|-------------------------------------|---|----------------------|
| License Applicant Name <small>Required</small> | <small>Required</small> | Applicant BirthDate <small>Required</small> | |
| <input type="text"/> | <input type="text"/> | dd/mm/yyyy | |
| Nationality <small>Required</small> | Current Job <small>Required</small> | Address <small>Required</small> | |
| -- Select -- | <input type="text"/> | <input type="text"/> | |
| Postal Code <small>Required</small> | Phone <small>Required</small> | Mobile <small>Required</small> | Fax |
| <input type="text"/> | ***** | ***** | <input type="text"/> |

■ **Third: Officials Data:**

1. Enter the name of the responsible manager
2. Enter the ID number
3. Enter the address
4. Choose a nationality
5. The introduction of academic qualifications
6. Enter a phone
7. Enter a mobile
8. Enter a fax (optional)
9. Click on Add Official
10. More than one official can be added in the same way

Officials Data Required

Manager Name Editor QID Address Nationality

Qualifications

Phone Mobile Fax

+ ADD OFFICIAL

Fourth: Company Exporting Data:

Company Exporting Data

License Number Required Distributer Arabic Name Distributer English Name License Status

The Distributer license date License Expiration Date Activity Old License

Commerce Number Required Address Required

■ **Fifth: Exporting Data:**

- 1- Enter the issue name
- 2- Choose the issuance rate
- 3- Enter the number of the issue
- 4- Enter the date of the issue from the calendar
- 5- Choose the language in which it is issued **(more than one language can be chosen)**

Exporting Data

Exporting Name Required Exporting Time Required Issuing Number Required Issuing Date Required

Exporting Language Required

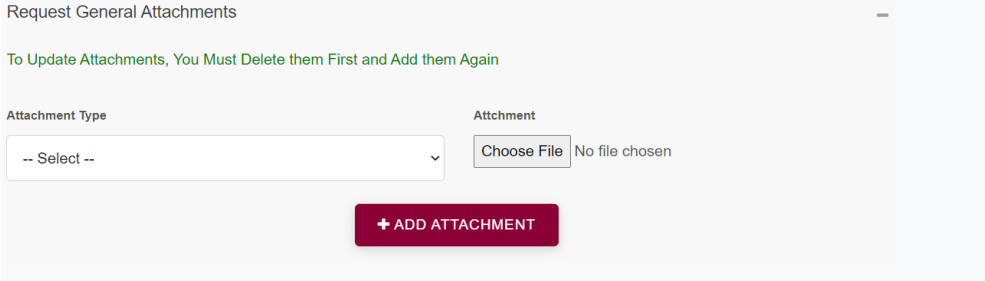


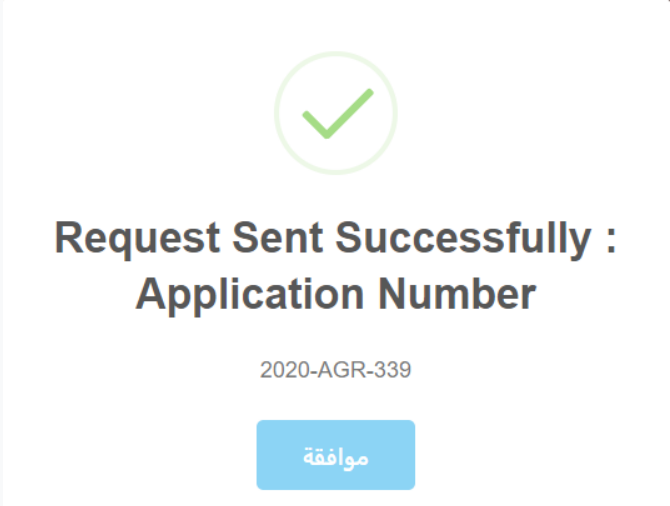
Arabic English French Indian Urdu Alumblybarah Indian (Malayalam) German Other Bengali








■ **Sixth: Printing House Data:**




- 1- Choosing the distribution method **(traditional - electronic)**
- 2- Entering the name of the printing press **(required in the case of the traditional - not required in the case of electronic)**

Printing House Data

Method of distribution Required Printing House Name

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> ▪ Seventh: Request General Attachments: How to Add an Attachment <ol style="list-style-type: none"> 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  ▪ Eighth: General Notes on Request : <p>You can add any general notes on the request (Optional)</p>  |
| Application Submission | <ul style="list-style-type: none"> ▪ 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 | <ul style="list-style-type: none"> ▪ If the request is returned to complete the data : <ol style="list-style-type: none"> 1. The application can be opened through My Requests screen by pressing the application number. <table border="1" data-bbox="483 554 1328 663"> <thead> <tr> <th>#</th> <th>Request No</th> <th>License No</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2020-AGR-339</td> <td>-</td> <td>23/12/2020</td> </tr> </tbody> </table> 2. Make the required updates to the application, then press the button to Edit and send the request <div data-bbox="513 814 813 884" style="text-align: center;">  </div> | # | Request No | License No | Date | 1 | 2020-AGR-339 | - | 23/12/2020 |
| # | Request No | License No | Date | | | | | | |
| 1 | 2020-AGR-339 | - | 23/12/2020 | | | | | | |
| Pay application fee | <ul style="list-style-type: none"> ▪ After approval of the application by the concerned department : <ol style="list-style-type: none"> 1. The applicant can pay the application fee by opening the application from the My Requests screen by clicking on the application number <table border="1" data-bbox="475 1108 1328 1213"> <thead> <tr> <th>#</th> <th>Request No</th> <th>License No</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2020-AGR-339</td> <td>-</td> <td>23/12/2020</td> </tr> </tbody> </table> 2. Press Fees Payment <div data-bbox="516 1297 821 1367" style="text-align: center;">  </div> 3. Fill in the information required to complete the payment process, and then press Pay <div data-bbox="505 1476 1256 1900" style="border: 1px solid #ccc; padding: 10px;"> <p>Qatar e-Government Secure payment </p> <p>Card number * <input type="text"/></p> <p>  </p> <p>Expiry month * Expiry year * MM <input type="text"/> YY <input type="text"/></p> <p>Cardholder name * <input type="text"/></p> <p>Security code * <input type="text"/> </p> </div> | # | Request No | License No | Date | 1 | 2020-AGR-339 | - | 23/12/2020 |
| # | Request No | License No | Date | | | | | | |
| 1 | 2020-AGR-339 | - | 23/12/2020 | | | | | | |

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|--|--|
| | <p style="text-align: center;">*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> |
| <p>Print payment receipt</p> | <ul style="list-style-type: none"> ▪ After successfully paying the application fee, the payment receipt can be printed from the system by opening the application from the My Requests screen and clicking the Print Payment Receipt button. <div style="text-align: center; margin: 10px 0;">  </div> <p>*Important Note : 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"> ▪ 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. <div style="text-align: center; margin: 10px 0;">  </div> <p>*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.</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"> 1. Open Request from My Requests screen 2. Click on the Update Request button located at the bottom of the application <div style="text-align: center; margin: 10px 0;">  </div> |