

وزارة الثقافة
Ministry of Culture
دولة قطر • State of Qatar



User Guide

License Request to Operate *Importation* - **Organizations**

www.moc.gov.qa

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Service Name	License Request to Operate <i>Importation</i> - Organizations
Service Description	This service allows companies to submit an application online, on the online portal of the Ministry of Culture , to obtain License to Operate <i>Importation</i> Activity for Companies to obtain a license to import, export or distribute publications <u>License Duration</u> : one year .
Service Link	<p>New Request https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=1401</p> <p>Renew Request https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=1401&serviceAction=renew</p> <p>Re-issue Request https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=1401&serviceAction=reissuing</p>
Target Audience	<ul style="list-style-type: none"> ○ Qatari Individuals. ○ Companies. ○ Governmental agencies.
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. ○ Submission is available for Governmental agencies or through an authorized signatory.
Services fees	<ul style="list-style-type: none"> ○ License Issuance : 15.000 Qatari Ryal ○ License Renewal : 3.000 Qatari Ryal ○ Re-issue Request: 15.000 Qatari Ryal ○ Edit License Data : 100 Qatari Ryal ○ Transfer ownership : 100 Qatari Ryal

Attachments

▪ Required Attachments :

1. QID Scan of the License Owner and partners (Required)
2. QID Scan of Responsible Manager (Required)

▪ New Request Required Attachments :

1. Certificate of trade name preservation (Required in case of establishing a new company)
2. Copy of the commercial registration (Required in case of adding activity to the company)
3. A valid bank guarantee of 3000 riyals after approval of the application (required and the original must be delivered to the administration after approval of the application)
4. Certificate of proof of authorization to sign, in case of entering as a delegate or authorized to sign (Optional)

▪ Renew Request Required Attachments :

1. Copy of the commercial registration (Required)
2. Copy of the municipality's license (Required)
3. Copy of the establishment card (Required)
4. Copy of the lease contract (Required)
5. A copy of a valid bank guarantee of 3000 riyals (required)
* In the event that the previous bank guarantee expires, the validity must be renewed and the original bank guarantee must be submitted to the administration
6. Certificate of proof of authorization to sign, in case of entering as a delegate or authorized to sign (Optional)

▪ Re-issue Request Required Attachments :

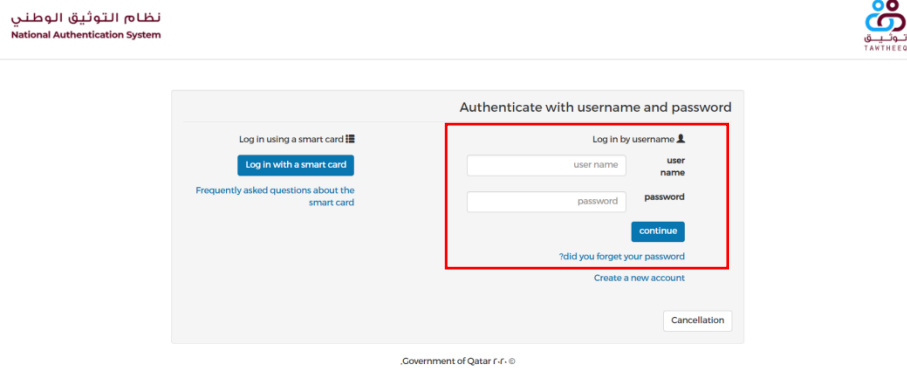
1. Copy of the commercial registration (Required)

2. Copy of the municipality's license (Required)
3. Copy of the establishment card (Required)
4. Copy of the lease contract (Required)
5. A copy of a valid bank guarantee of 3000 riyals (required)
 - * In the event that the previous bank guarantee expires, the validity must be renewed and the original bank guarantee must be submitted to the administration
6. Certificate of proof of authorization to sign, in case of entering as a delegate or authorized to sign (Optional)
 - In type of facility is a government entity or a public utility company:
 1. The decision to establish the company (Required)
 2. Disclosure of the heads of the Board of Directors (Required)
 3. Copy of the establishment card (Required)

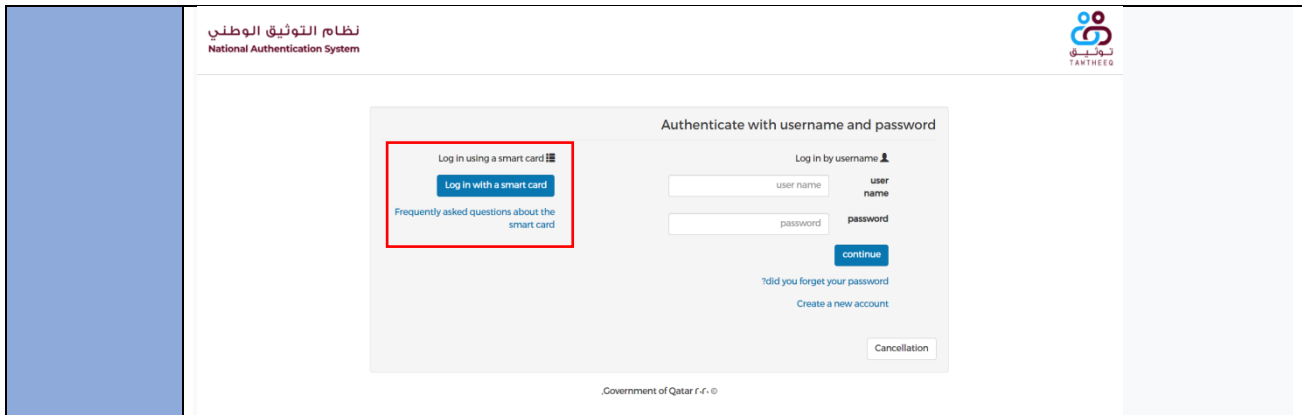
How to access the service

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

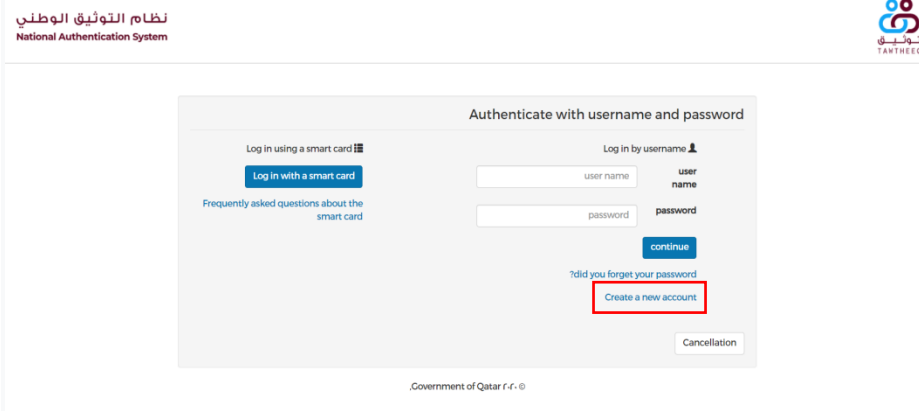
1. Qatari individuals: Log in with the username and password.



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



Second: No account available on the national authentication portal



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: Facility type:**
 1. Choose Facility type

* Facility type chosen based on Legal form in Certificate of preservation of the trade name, Commercial Register, Commercial license or Establishment registration card

Facility Type Required


- limited liability company
- limited liability company owned by one person
- Public Shareholding Company
- Company of public benefit
- Foreign Company
- Private Joint Stock Company
- Governmental Entity

■ **Second: Request Data :**

1. Choose Activity (*Importation*)

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

Request Data

Activity  User Guide Process Type

Practicing import, export and distribution of publications New Request

License Duration Fees With Qatariyan Ryal

One Year 15000

- **Renew Request:** The license is renewed two months before expiration and two months after expiration
- **Re-issue Request:** In the event that the grace period expires after two months

2. Choose Process Type (New, Renew, Re-issue Request)

■ **Third: License Applicant Data:**

1. Enter Applicant request number
2. Enter Name (Name is returned automatically through the personal number, and in the event that the name does not return, write it manually)
3. Enter Organization Name
4. Enter Address
5. Enter Postal Code
6. Enter Phone number
7. Enter Mobile number (Used for Notifications)
8. Enter Email

License Data Applicant

License Applicant Personal Number <small>Required</small>	Name	Organization Name <small>Required</small>	Complete Address <small>Required</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Code <small>Required</small>	Phone <small>Required</small>	Mobile <small>Required</small>	Email <small>Required</small>
<input type="text"/>	<input type="text" value="*****"/>	<input type="text" value="*****"/>	<input type="text" value="email@mail.com"/>

- **Fourth: Partners and founders Data:**
 1. Enter partner and founder Name
 2. Enter Commercial Registration no. / personal QID
 - Personal QID if partner Individual
 - Commercial Registration no. if partner Company
 3. Enter Commercial Registration start date / Birthdate
 - Birthdate if partner Individual
 - Commercial Registration start date if partner Company
 4. Choose Nationality
 5. Choose Category (Owner - Partner)
 6. Press Add (More than one can be added the same way)


Partners and founders Data Required

Partner and Founder Name	Commercial Registration no. / personal QID	
<input type="text"/>	<input type="text"/>	
Commercial Registration start date / BirthDate	Nationality	Category
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>

+ ADD PARTNER AND FOUNDER

- **Fifthly: Responsible Manager Data :**
 1. Enter Manager Name
 2. Enter Nationality
 3. Enter Personal number
 4. Enter Qualifications **(Optional)**
 5. Enter Postal Code
 6. Enter Phone
 7. Enter Mobile
 8. Enter Email

Responsible Manager Data

Manager Name <small>Required</small>	Manager Nationality <small>Required</small>		
<input type="text"/>	-- Select --		
Manager Personal Card Number <small>Required</small>	Attachment <small>Required</small>	Qualifications	
<input type="text"/>	 QID scan for manager	-- Select --	
Manager Postal Code <small>Required</small>	Manager Company Phone <small>Required</small>	Manager Company Mobile <small>Required</small>	Manager Company Email <small>Required</small>
<input type="text"/>	*****	*****	email@mail.com

■ Sixth: Activity Data:

1. Enter Shop Proposed Name
2. Enter Commercial Registration No
 - **(Required)** if adding activity to company, renew or re-issue
 - **(Not Required)** if new request, Company of public benefit or Governmental agencies
3. Enter commercial license number
 - **(Required)** if adding activity to company, renew or re-issue
 - **(Not Required)** if new request, Company of public benefit or Governmental agencies
4. The data mentioned below shall be returned in the event that it is ascertained that the personal number of the applicant or the owner of the license is present in the registry number from among the partners and founders or authorized to sign
(Trade Mark , Type , Expiration Date , Shop Site , Street)
5. Enter Building Number , Area No , Street No
 - **(Required)** if adding activity to company, renew or re-issue
 - **(Not Required)** if new request, Company of public benefit or Governmental agencies

Activity Data

Shop Proposed Name **Required**

Commercial Registration No

Trade Mark

Type

Expiration Date

Shop Site

Building Number

Area No

Street No

Street

■ **Seventh:** 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

 No file chosen

+ ADD ATTACHMENT

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



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

Request General Notes

Notes

Application

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

Submission	<div data-bbox="451 201 781 279" style="background-color: #800040; color: white; padding: 5px; display: inline-block; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> ▪ After sending the request, a message will appear on the system, which contains the request number <div data-bbox="440 380 1115 919" style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;">  <p style="font-weight: bold; font-size: 1.2em;">Request Sent Successfully :</p> <p style="font-weight: bold; font-size: 1.2em;">Application Number</p> <p>2020-ORG-004082</p> <div style="background-color: #00AEEF; color: white; padding: 5px; display: inline-block; margin-top: 10px;">موافقة</div> </div>
Notifications	<ul style="list-style-type: none"> ▪ After Request Submission An SMS text message will be sent to the mobile number of the License Applicant holder. Request has been sent to license <i>Organization</i> activity at Ministry of Culture Application Number 2020-ORG-004082 Please follow up ▪ If the data is incomplete After reviewing the request by the concerned department, an SMS text message will be sent to the License Applicant Mobile, with an explanation of the reason for the return. Request has been returned to license <i>Organization</i> activity at Ministry of Culture Application Number 2020-ORG-004082 Return Reason : *****

Please follow up

▪ **If the request is rejected**

After reviewing the request by the concerned department, an SMS text message will be sent to the License Applicant Mobile, with an explanation of the reason for the reject.

Request has been rejected to license *Organization* activity at Ministry of Culture

Application Number

2020-ORG-004082

Reject Reason : *****

Please follow up

▪ **If the application is approved**

After reviewing the request and its completion by the concerned department, an SMS text message will be sent to the License Applicant Mobile, with an approval on the application.

Request has been approved to license *Organization* activity at Ministry of Culture

Application Number

2020-ORG-004082

▪ **In case of paying the application fee**

After paying the application fee, an SMS text will be sent to the License Applicant Mobile with the payment information

Request has been paid to license *Organization* activity at Ministry of Culture

Application Number

2020-ORG-004082

License Number

2020-113-004082

Payment Date

xxxxxxxxxx

Payment Value

15.000

Applicant Name

xxxxxxxxxxxxxxxx

License Owner Name

XXXXXXXXXXXXXXXXXX
 License Owner Name
 XXXXXXXXXXXXXXXXXXXX
 Activity Type
Importation
 Automatically Paid


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	licence Owner ▲	Employee	Type	status
1	2020-ORG-003819	2020-113-000741	18/05/2020	Small pri...	jj	Emp Lic...	Organiza...	Valid Li...

 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	licence Owner ▲	Employee	Type	status
1	2020-ORG-003819	2020-113-000741	18/05/2020	Small pri...	jj	Emp Lic...	Organiza...	Valid Li...

 2. Press Fees Payment **then press OK on the message**



 3. Fill in the payment form 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

Billing address

Street 1

Street 2

City

State / Province

Postcode / Zipcode

Country

Order details

e-Service

TOTAL QAR: 10,000.00

The next screen you see may be payment card verification through your card issuer.





[Cancel](#) [Pay now](#)



***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.

Print
payment
receipt

- 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.

	<p style="text-align: center;"></p> <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>
Print practice license	<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. <p style="text-align: center;"></p> <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>
Services after obtaining the license	
License renewal request	<ul style="list-style-type: none"> ▪ The license can be renewed in the event that the effective date expires or before the expiration date by a period not exceeding two months, through <ol style="list-style-type: none"> 1. Open Request from My Requests screen 2. Click on the Renewal License Request button located at the bottom of the application <p style="text-align: center;"></p>
Re-issue a license	<ul style="list-style-type: none"> ▪ The license can be re-issued in the event of the expiration of the effective date and the expiration of the grace period (which is two months from the date of the license expiry) <ol style="list-style-type: none"> 1. Open Request from My Requests screen Click on the Reissuing License Request 2. button located at the bottom of the application <p style="text-align: center;"></p>
Update	

Request Data	<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 
Transfer ownership to an individual	<p>In the case of a valid license, the license can be sold or assigned to a person through:</p> <ol style="list-style-type: none"> 1. Open Request from My Requests screen 2. Click on the Transfer Ownership to Person button located at the bottom of the application <ul style="list-style-type: none"> ▪ Transfer of ownership includes (sale - assignment) 
Transfer ownership to a company	<p>In the case of a valid license, the license can be sold or assigned to a person through:</p> <ol style="list-style-type: none"> 3. Open Request from My Requests screen 4. Click on the Transfer Ownership to Organization button located at the bottom of the application <ul style="list-style-type: none"> ▪ Transfer of ownership includes (sale - assignment) 