

وزارة الثقافة
Ministry of Culture
دولة قطر • State of Qatar



User Guide

License Request to Operate *Artistic Works* - **Personal
Foundation**

www.moc.gov.qa

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Service Name	License Request to Operate <i>Artistic Works</i> - Personal Foundation
Service Description	<p>This service allows Individuals to submit an application online, on the online portal of the Ministry of Culture , to obtain License to Operate <i>Artistic Works</i> Activity for Individuals to issue a license to import, export, sell and distribute audio or visual materials.</p> <p><u>License Duration</u>: one year.</p>
Service Link	<p>New Request https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=1302</p> <p>Renew Request https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=1302&serviceAction=renew</p> <p>Re-issue Request https://e.moc.gov.qa/eservices/servicecheck.aspx?serviceId=1302&serviceAction=reissuing</p>
Target Audience	<ul style="list-style-type: none"> ○ Qatari Individuals. ○ Personal agencies.
Submission Conditions	<ul style="list-style-type: none"> ○ The application is available for Individuals who must be Qatari. ○ Submission is available for Personal agencies or through an authorized signatory. <p style="text-align: center;">* The age of license applicant must be over 21 years old</p>
Services fees	<ul style="list-style-type: none"> ○ License Issuance : 10.000 Qatari Ryal ○ License Renewal : 5.000 Qatari Ryal ○ Re-issue Request: 10.000 Qatari Ryal ○ Edit License Data : no fees ○ Transfer ownership : no fees
Attachments	<ul style="list-style-type: none"> ▪ 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. 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. 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. 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: Request Data:**

1. Choose Activity (*studios*)

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

The screenshot shows a form titled "Request Data". It contains the following fields:

- Activity:** A dropdown menu with the selected option "Practicing import, export and distribution of artistic works".
- Process Type:** A dropdown menu with the selected option "New Request".
- License Duration:** A dropdown menu with the selected option "One Year".
- Fees With Qatari Riyal:** A text input field containing the value "10000".

- **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)

■ **Second: License Applicant Data:**

1. Enter Applicant Name
2. Enter Applicant Birthdate (choose from the calendar , The age of license applicant must be over 21 years old)
3. Nationality (Qatar chosen automatically)
4. Enter Applicant QID
5. Enter Current job
6. Enter Qualifications
7. Enter Specialization
8. Enter Postal code
9. Enter Phone number
10. Enter Mobile number (Used for Notifications)
11. Enter Email

License Applicant Data

Name <small>Required</small>	Applicant BirthDate <small>Required</small>	License Applicant Nationality	Editor QID <small>Required</small>
<input type="text"/>	dd/mm/yyyy	Qatar	<input type="text"/>
Attachment <small>Required</small>	Current Job	Qualifications	Specialization
	<input type="text"/>	-- Select --	<input type="text"/>
Postal Code <small>Required</small>	Phone <small>Required</small>	Mobile <small>Required</small>	Email <small>Required</small>
<input type="text"/>	*****	*****	email@mail.com

■ **Third: Partners and founders Data:**

***In the event that the responsible manager is himself the owner of the license, press the same owner option**

Same as Owner

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

Same as Owner

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>
<input type="text"/>	
Manager Postal Code <small>Required</small>	Manager Company Phone <small>Required</small>
<input type="text"/>	*****
Manager Company Email <small>Required</small>	Manager Company Mobile <small>Required</small>
email@mail.com	*****

■ **Fourth: 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

■ **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

	<p>Request General Attachments</p> <p>To Update Attachments, You Must Delete them First and Add them Again</p> <p>Attachment Type: -- Select --</p> <p>Attachment: Choose File No file chosen</p> <p>+ ADD ATTACHMENT</p> <p>▪ Eighth: General Notes on Request :</p> <p>You can add any general notes on the request (Optional)</p> <p>Request General Notes</p> <p>Notes</p>
Application Submission	<p>▪ After completing the entry of the required data and attachments, you can click on the Send request button</p> <p>SEND REQUEST</p> <p>▪ After sending the request, a message will appear on the system, which contains the request number</p> <div data-bbox="440 1268 1114 1793">  <p>Request Sent Successfully : Application Number</p> <p>2020-PER-001415</p> <p>موافقة</p> </div>
Notifications	

- **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 *Personal* activity at Ministry of Culture

Application Number
2020-PER-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 *Personal* activity at Ministry of Culture

Application Number
2020-PER-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 *Personal* activity at Ministry of Culture

Application Number
2020-PER-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 *Personal* activity at Ministry of Culture

Application Number
2020-PER-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 Personal activity at Ministry of Culture

Application Number
2020-PER-004082

License Number
2020-113-004082

Payment Date
xxxxxxxxxx

Payment Value
xxxxxx

Applicant Name
xxxxxxxxxxxxxxxxxx

License Owner Name
xxxxxxxxxxxxxxxxxx

License Owner Name
xxxxxxxxxxxxxxxxxx

Activity Type
Artistic Works

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-PER-001415	-	14/12/2020	Advertisi...	wefewf	Emp Lic...	Personal	Waiting ...

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

Edit and send the request

 EDIT AND SEND

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-PER-001415	-	14/12/2020	Advertisi...	wefewf	Emp Lic...	Personal	Waiting ...

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

 FEES PAYMENT

3. Fill in the payment form then press Pay :

Qatar e-Government

Secure payment 


Card number *



Expiry month * Expiry year *

Cardholder name *

Security code *


 3 digits on back of your card

Billing address	Street 1 <input type="text"/>
	Street 2 <input type="text"/>
	City <input type="text"/> State / Province <input type="text"/> Postcode / Zipcode <input type="text"/> Country <input type="text" value="Select 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.






***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.



Print practice license

- 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.



***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.
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 <div style="text-align: center; margin-top: 10px;">  </div>
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 <div style="text-align: center; margin-top: 10px;">  </div>
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 <div style="text-align: center; margin-top: 10px;">  </div>
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

	<p>of the application</p> <ul style="list-style-type: none"> ▪ Transfer of ownership includes (sale - assignment) <p></p>
<p>Transfer ownership to a company</p>	<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) <p></p>