



# Ministry of Commerce and Industry Procedures Manual

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◆ **Trade names registration's conditions:**



## Trade names registration's conditions:

Provision	Example
The trade name must not be registered for the same activity, or a similar one, at the register.	<p><b>Unacceptable:</b> Al Borj Contracting is considered the same activity as Al Borj Construction</p> <p><b>Unacceptable:</b> Al Borj for Trade, Al Borj Trading, Al Borj Import/Export/Sales is considered the same activity Unacceptable</p>
The name must not contradict the general order/morality/ Islamic Law or decency	---
The trade name must be connected to the company's activity	Al Doha Trading or Al Doha for Food Products or Al Doha Services
Must not include one of God Almighty's names or sectarian names or the names of entities/institutions/local or Arabic or International organizations or countries	<p><b>Unacceptable:</b> India trading or Korea Restaurant</p> <p><b>Acceptable:</b> (Al Borj Restaurant for Indian Food, Indian Modern School, Indian Transport/Korean Transport)</p>
The trade name must not be similar or match a local or international trade name registered at the Ministry, or a renowned trade name even if it's not registered unless the stakeholders enjoy an exclusive agency contract to use it as a trade name, provided it's registered at the Intellectual Property Rights Protection Department. A well-known international trademark cannot be used even if the purpose is different.	<b>Unacceptable:</b> Ferrari Pastries or Pepsi Clothing
<b>Unacceptable:</b> To use a trade name that is misleading for the public	"Doha Clinic" while the activity of the company is dealing in flowers
In case the trade name was registered and the same owner established a new registration with the same or similar trade name, he has to add to the trade name to differentiate it	<p><b>Unacceptable:</b> "Al Borj Al Aali Contracting" is registered as owned by Ahmed, who wishes to register a new company named (Al Borj Al Aali Construction"</p> <p><b>Acceptable:</b> "Al Borj Al Akhdar Construction" is fine as it's differentiated from the previous trade name</p>
<b>Acceptable:</b> To use Arabic or Foreign letters as a trade name, as long as it's written in Arabic. Symbols cannot be used for that purpose.	<p><b>Acceptable:</b> XYZ Trading</p> <p><b>Unacceptable:</b> NWW Trading</p> <p><b>Acceptable:</b> Noon, Waw, Ya' for Trading</p> <p><b>Unacceptable:</b> @, #, %, &amp; or Al Borj-For Contracting</p>
<b>Acceptable:</b> To register a trade name repeatedly as per different activities	<b>Acceptable:</b> "Al Borj Trading, or Al Borj Contracting"

Provision	Example
<p><b>Acceptable:</b> To use the names of well-known cities/rivers/places</p>	<p>London Contracting, Dijla River Contracting</p>
<p><b>Acceptable:</b> For the trade name to consist of “father of” or “Son of” as long as it’s associated with one of the company’s activities</p>	<p><b>Acceptable:</b> “Abou Hamad Trading”  <b>Acceptable:</b> “Ibn Hamad Trading” or “Bin Hamad Trading”</p>
<p><b>Unacceptable</b> to use the names of the tribes/families in the trade name, but the name of the family added to the first name and father is <b>acceptable</b>. It’s also <b>acceptable</b> to use an individual or double name even if the name of Hamad isn’t one of the partners or the owner.</p>	<p><b>Unacceptable:</b> “Al Nayef Trading”  <b>Acceptable:</b> “Hamad Ahmed Al Nayef Trading”  <b>Acceptable:</b> “Hamad Trading” or “Hamad Ahmed Trading”</p>
<p><b>Acceptable:</b> To use numbers for a trade name, as long as it’s written in letters and associated with the company’s activity</p>	<p>“One Three Trading”  “Ninety One Trading”</p>
<p><b>Unacceptable:</b> To translate the trade name, but only the activity</p>	<p><b>Acceptable:</b> “AL Wahaa for Travel” <b>Acceptable</b>  <b>Unacceptable:</b> “Oasis for Travel”  <b>Acceptable:</b> It’s fine to translate «شركة خالد محمد وشركائه» for «التجارة» to Khaled Mohmmmed and Partners for Trading  Other examples: «خالد محمد وأبنائه للتجارة» will be in English: Khaled Mohmmmed and Sons for Trading  Also «مجموعة البرج للمقاولات» will be in English: Al Borj Contracting Group</p>
<p>It’s possible for the person who acquires the ownership of the commercial registration to keep the trade name if authorized by the previous owner</p>	<p><b>Acceptable:</b> “Hamad Ahmed Al Nayef Trading” company is now owned by Khalid Ali Al Musaab.</p>
<p><b>Unacceptable:</b> To register a trade name that includes (Qatar), (Qatari), (National) or (General) except for companies established by the Qatari Government or the ones it participates in</p>	<p><b>Unacceptable:</b> “General Contracting” or “General Trading”  <b>Acceptable:</b> “Al Borj General Contracting” or “Al Borj General Trading”</p>
<p><b>Unacceptable:</b> To use public slogans or flags, symbols or names associated to any country or international organization without the right to use the trade name</p>	<p><b>Unacceptable:</b> “Souq Wakef”, “Tamim the Glorious”, “Fazaa”, “Lekhwaya”, “Ministry”, “Entity”, “Embassy”.</p>
<p><b>Unacceptable:</b> To register a trade name if it’s registered in singular or plural forms, unless the activity is different and the name associated with the activity</p>	<p>“Future Flower Trading” and “Future Flowers Trading” are considered the same name.</p>

Provision	Example
<p>In case a trademark is added, it must be a registered trademark, or there is a right to use it from the Intellectual Property Rights Protection Department</p>	<p>----</p>
<p>The name must be compatible with the activity and the legal form of the company, in accordance to the type of the commercial company</p> <p><b>1- General Partnership Companies:</b></p> <ul style="list-style-type: none"> <li>- The name of general partnership companies consists of the names of all partners, but it's possible to include the name of one partner or more, with the addition of the word "and partners".</li> <li>- It's possible for the company to include the name of a deceased partner or one who has withdrawn from it, as long as this was acceptable to the withdrawn partner or the heirs of the deceased partner.</li> <li>- It's permissible for this company to have a special trade name, provided that an evidence of its nature is associated, example: Integrated Solutions Consultants "Partnership Company".</li> </ul> <p><b>2- Simple Partnership Company:</b></p> <ul style="list-style-type: none"> <li>- The name of a Simple Partnership Company cannot include any names other than that of the joint partners, while adding evidence to the existence of partners.</li> <li>- The company may have a special trade name, provided that it is accompanied by evidence to its nature, example: Ibtikar Services "Simple Partnership Company".</li> <li>- The name of the silent partner cannot be mentioned in the name of the company.</li> </ul> <p><b>3- Limited Liability Company:</b></p> <ul style="list-style-type: none"> <li>- Its trade name consists of its purpose or the name of one or more of the partners.</li> <li>- Its name may be original in form, provided that it's not misleading with regard to its purpose or identity</li> <li>- The sentence "Limited Liability Company" must be added to its name.</li> </ul>	<p>----</p>

#### 4- Shareholding companies (2 types):

- The company **may** have a special trade name.
- Its trade name **may** reflect one of its purposes.
- The name **cannot** be that of a natural person, unless the purpose of the company is to invest in a patent registered in the name of this person, or if it owns a commercial facility and derives its name from it.
- The sentence "Public Shareholding Company" or "Private Shareholding Company" must be added to its name.

#### 5- Private Company Limited by Shares :

- Its trade name consists of the name of one or more of the partners.
- **It's possible** to add to its name an original trade name or one derived from its purpose
- In all cases, the sentence "Private Company Limited by Shares" must be added to its name.

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## Frequently Asked Questions

### **Is it permissible to use the word “Taxi” in the trade name of a transport/limousine company?**

It's not possible to use the word “Taxi” for transport/limousine company but fine for trade names for different activities.

### **Is it permissible to use the word “Engineering” as an activity in a trade name?**

The use of this word is not allowed except for companies that perform activities organized by the Engineers and Engineering Office Accrediting and Classifying Committee such as Al Borj for Engineering.

### **Is it permissible to use the word “Investment” as an activity in a trade name?**

The use of this word is not allowed except for activities related to Qatar Central Bank or if the activity mentions this word: Al Borj for Investment.

### **Is choosing a trade name with a double meaning as a name and activity permissible?**

This is acceptable, for example: “Samosa Restaurant” or “Speedy Samosa”.

### **Is it permissible to use titles (like Doctor) in the trade names?**

Unacceptable in the case of “Engineer Mohamed Company” dealing in food products, but fine if the purpose is engineering consulting.

### **Is it permissible to use the word “Karak” in the trade name whether as an activity or trade name?**

Yes, this is permissible.

### **Is it permissible to use “bismillah” in a trade name?**

It's not allowed to use one of God's names in a trade name.

### **Is it permissible to use the name “Bentley” in a trade name for an activity different than the brand?**

-It's not allowed to use the name of a well-known brand even if the purpose differs or if the brand is not registered with the Ministry of Commerce and Industry.



**Is it permissible to use a trade name that has no meaning?**

Yes, this is allowed.

**Is it permissible to use the trade name “Al Borj Contracting” if another company exists with the name “Al Borj Trading and Contracting”?**

Not allowed, as both companies have the same purpose.

**Is it permissible to use “Saudia” or “America” or “England” or “Britain” “France” or “Germany” in a trade name?**

Not allowed, as they are the names of countries.

**Is it permissible to use the word “International” or “Aalamiya” in a trade name?**

Yes, it's possible.

**If there's a registered trade name, can we use it after adding the name of a region to it?**

Not allowed, “Al Borj Restaurant” is considered the same trade name as “Al Borj Restaurant Alrayyan”.

**Is adding a new purpose to an existing company without clarifying it in the trade name permissible?**

This is not permissible, as the trade name must be amended when a new activity is added to the commercial register.

**Is using the word “group” in the trade name permissible?**

This is possible, but the name “Al Borj Group for Contracting” is the same as “Al Borj for Contracting”.

**Is it permissible to use the word “Holding” in the trade name?**

This is permissible if the capital of the company exceeds QR 10 million and its activities include the following:

- 1- Participating in the management of its subsidiaries or the ones it holds shares in
- 2- Investing its capital in shares, bonds, and financial securities
- 3- Providing support to its subsidiaries.
- 4- Owning intellectual property rights such as patents, trademarks, industrial designs, or concessions, and leasing them to its subsidiaries or other companies, whether inside the country or outside it.
- 5- Owning movable assets and real estates needed to perform its activities within the limits specified by the law. A holding company is considered a shareholding or limited liability company and is not a separate legal entity.



- ◆ **Commercial License and Commercial Register issuance**



## Conditions for establishing a sole proprietorship:



Only Qataris and Gulf nationals are eligible to establish a sole proprietorship, knowing that each person may establish one sole proprietorship at most, in addition to the possibility of establishing branches having the same trade name and institution purpose.



The owner of the institution should be 18 years old or more.



It does not necessitate having a capital or devising an incorporation document.



When an authorized signatory other than the owner becomes part the sole proprietorship, a power of attorney from the owner to the authorized signatory must be attached.



Approval of the authorized signatory (if other than the owner).



The sole proprietorship is established with the Qatari ID card only, or the Gulf national's resident card.



## Procedures for establishing a sole proprietorship:



Choosing a trade name, while committing to applying the circular on trade names. The purpose of the institution must be stated in the trade name.



In the event that the commercial activity requires approval, the approval must be attached before incorporation, or referred to the competent authority through the system.









In the event of adding an authorized signatory, attaching a copy of their valid ID card/passport + power of attorney from the owner of the establishment to the authorized signatory + approval of the authorized signatory.



**A limited liability company is a company that consists of one or more persons, such that the number of shareholders does not exceed 50 persons. Shareholders are only liable to the extent of their share in the capital.**



### Procedures for establishing a limited liability company (owned by one or more persons):

- ◆  Choosing a suitable trade name, while committing to applying the circular on trade names. The purpose of the institution must be stated in the trade name.
- ◆  Presenting the real beneficiary declaration form to complete the company incorporation procedures.
- ◆  In the event that the commercial activity requires the approval of the competent authority, it must be attached before incorporation, or the request is to be referred to the competent authority through the system.
- ◆  Approval of the authorized signatory if other than the partners/owner with a copy of the valid ID card.
- ◆  A copy of valid passports for foreign partners, and a valid commercial register for a legal person, notarized by the Embassy of the State of Qatar in the foreign country, and presented alongside an Arabic translation.
- ◆  An incorporation document approved by the Companies Affairs Department and authenticated by the Ministry of Justice.







### Note:

The incorporation document template is available in the system

**A joint liability company is a company consisting of two or more natural persons, who are jointly liable using all their funds for the company's obligations.**



### Procedures for establishing a joint liability company

-  The application form, signed by one of the founding partners, the managers, or any authorized signatory under a power of attorney.
-  Presenting the real beneficiary declaration form to complete the company incorporation procedures.
-  In the event that the commercial activity requires the approval of the competent authority, it must be attached before incorporation, or the request has to be referred to the competent authority through the system.
-  Approval of the authorized signatory if other than the partners with a copy of valid ID card
-  Copies of valid passports of the fully eligible partners and the authorized signatories.
-  Presenting the incorporation form, with the memorandum of association attached, such that it be authenticated by the Companies Affairs Department and the Ministry of Justice.

**A simple recommendation company is a company consisting of two categories of partners:**

**a) Solidarity partners:** They are natural persons, who manage the company, and are jointly responsible for all its obligations using their own money.

**b) Trusted partners:** They contribute to the company's capital, without being responsible for its obligations except to the extent of the money they have provided, or to the extent of the sum they have committed to pay the company. A trusted partner may not interfere in the company management, not even by virtue of a power of attorney, otherwise they become jointly liable for their decisions.



### Procedures for establishing a simple recommendation company:



Presenting the real beneficiary declaration form to complete the company incorporation procedures.



In the event that the commercial activity requires the approval of the competent authority, it must be attached before incorporation, or the request is to be referred to the competent authority through the system.



Approval of the authorized signatory if other than the partners with a valid copy of ID card.



Copies of valid passports of the fully eligible partners and the authorized signatories.







Presenting the incorporation form, with the memorandum of association attached, such that it be authenticated and notarized by the Companies Affairs Department and the Ministry of Justice.




## Issuing a commercial license:



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- ◆  Rental agreement declaration, a rent deposit receipt by the Rental Disputes Settlement Committee or the court, or evidence of a judicial dispute for which no final judgment has been issued - Real estate authorization declaration (in case of sublease), power of attorney to manage the property (notarized by the Ministry of Justice), or a written authorization signed by all landlords for those delegated to sign the rental agreement declaration on their behalf.
- ◆  Building completion certificate
- ◆  Title deed (not required if the person signing the rental agreement declaration has the same name as the property owner on the building completion certificate).
- ◆  Civil Defense certificate if the commercial activity or project area (250 sqm and above).
- ◆  Copy of the ID cards of the Manager in Charge  
*The property owner, for authentication purposes only and does not have to be valid.*
- ◆  Third party approval of commercial activity if required.
- ◆  My address plate
- ◆  If the site is classified as a kiosk, attach sketch of the site certified by the municipality.
- ◆  If a commercial license is issued in a commercial complex, the commercial complex's civil defense certificate is adequate, even if the activity or area requires it. However, while renewing a commercial license, a civil defense certificate in the name of the company whose license is being renewed is necessary.




### In addition to the procedures for issuing commercial licenses in the external regions:

- ◆  The applicant in the outside areas of the western region, is excluded from completing the construction if a municipality-approved map or sketching, a title deed showing stores, or the existence of the Amiri grant number is available.



## Service villas procedures:



- ◆  The applicant shall submit a copy of the title deed to the Department of Lands & Survey at the branch to which the plot pertains.
  
- ◆  A cadastral survey of the plot is conducted, and if the conditions are met, it shall be marked by the Head of the Department. The attachments usually required to issue a commercial license are then requested, in addition to:
  1. Civil Defense approval;
  2. Traffic Department approval;
  3. Third party approval (depending on activity); and
  4. Undertaking to vacate in the event of neighbor complaints.
  
- ◆  In the event that the license requires a Committee decision, the application shall be communicated to the Department.

### Note:

For administrative and commercial villas, the previous service villa procedures including (survey report - neighbor's undertaking - traffic permission - undertaking to depart in the event of a neighbor's complaint) are not required.

### Activities permitted in service villas:

- Women's salons
- Centers of Quran memorization and education for people with special needs
- Nurseries
- Kindergartens
- Public kitchens





When an applicant wants that the activity of providing food and beverages be added to the service villas activity, an undertaking is necessary to approve the requirements for adding the activity.





## Service villas procedures:



- ◆  Commercial license application form bearing the Amiri grant number, which shall be used by the Head of the Department to mark the application form.  
(A request is excluded from the requirement of marking by the Head of the Department in the event of providing a previous commercial license for the same site bearing the Amiri grant number, or in the event of presenting a letter from the Urban Planning Department bearing the Amiri grant number, or the municipal plan showing the Amiri grant number.)
- ◆  Rental agreement.
- ◆  Copy of ID (lessor + lessee).
- ◆  Civil Defense approval if required for the commercial activity.












## Issuing a sub-license:



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Warehouse - Automated teller machine - Self-service machines -  
Branch of a foreign company







- ◆  Rental agreement declaration, a rent deposit receipt by the Rental Disputes Settlement Committee or the court, or evidence of a judicial dispute for which no final judgment has been issued - Real estate authorization declaration (in case of sublease), power of attorney to manage the property (notarized by the Ministry of Justice), or a written authorization signed by all landlords for those delegated to sign the rental agreement declaration on their behalf.
- ◆  Building completion certificate
- ◆  Title deed (not required if the person signing the rental agreement declaration has the same name as the property owner on the building completion certificate).
- ◆  Civil Defense certificate if the commercial activity or project area (250 sqm and above).
- ◆  Copy of the ID cards of the Manager in Charge –  
The property owner, for authentication purposes only and does not have to be valid.
- ◆  For automated teller machines, the approval of Qatar Central Bank - security systems
- ◆  Third party approval of commercial activity if required.
- ◆  My address plate
- ◆  If the site is classified as a kiosk, attach sketch of the site certified by the municipality.



## Issuing a commercial license for an enterprise (home license):



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- ◆  Building completion certificate or floor plan
- ◆  Title deed
- ◆  Undertakings (license holder - property owner).
- ◆  To Whom It May Concern certificate (Kahramaa).
- ◆  Copy of ID (applicant - estate owner).
- ◆  My address plate.

◆ **Adding a branch:**






## Adding a branch:

Procedures for adding a branch to the sole proprietorship:



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- ◆  Approval of entities concerned with commercial activities if the business activity requires it, or referring the request to the concerned authorities through the system.
- ◆  In the event that the authorized signatory is not the owner, a power of attorney is required from the latter.
- ◆  Approval of the new authorized signatory with a Copy of ID card.

### Note:







It is permissible to add branches to the sole proprietorship whose commercial name and purpose differ from the main one.



## Procedures for adding a branch to a limited liability company (owned by one or more persons):



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- ◆  The name of the branch must be identical to that of the company, and its activities must fall within the company objectives.
- ◆  Approval of the competent authority of the request if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  A unanimous decision by the owner/shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document.
- ◆  Copy of valid ID card/passport of application signatory.
- ◆  Copy of ID/passport of the owner/shareholders.
- ◆  Approval of the authorized signatory if other than the partners/owner with a copy of ID card.








## Adding a branch to:

Joint Liability Company & Simple Recommendation Company



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- ◆  The branch must be identical to the main register, in terms of the trade name and business activities under the company's purpose.
- ◆  Approval of the competent authority of the request if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  A unanimous decision by the shareholders, or a decision issued by the necessary majority as stipulated in the company's memorandum of association.
- ◆  Copy of ID/passport of the shareholders.
- ◆  Approval of the authorized signatory if other than the partners with a copy of ID card.







- ◆ **Commercial License & Commercial Register modifications**



## In the event of changing the sole proprietorship's owner, the following is required:



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- ◆  Sale contract authenticated by the Ministry of Labour + the Ministry of Commerce and Industry + the Ministry of Justice + the General Tax Authority, as the case may be.
- ◆  Approval of the competent authority to change the owner if the business activity requires it.
- ◆  When an authorized signatory other than the owner enters to a sole proprietorship, a power of attorney from the Ministry of Justice must be attached, or if there is an old authorized signatory other than the owner, they must either be dismissed, or a power of attorney from the new owner must be provided.
- ◆  Approval of the authorized signatory (if other than the owner).



## Procedures for changing partners, whether completely changing the owner or selling part of the shares to a limited liability company (owned by one person or more than one person):



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- ◆  Presenting the real beneficiary declaration form to complete the procedures.
- ◆  Sale contract authenticated by the Ministry of Labour + the Ministry of Commerce and Industry + the Ministry of Justice + the General Tax Authority, as the case may be.
- ◆  Approval of the competent authority of the request if the business activity requires it.
- ◆  A collective decision by the other shareholders (consent by the other shareholders to adding a new partner), or a copy of the latest amendment to the incorporation document.
- ◆  Copies of a valid passport of foreign partners, and a valid commercial register for a legal person, notarized by the Embassy of the State of Qatar in the foreign country, presented alongside an Arabic translation.










## Procedures for changing partners in a joint liability company:



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- ◆  Presenting the real beneficiary declaration form to complete the procedures.
- ◆  Sale contract authenticated by the Ministry of Labour + the Ministry of Commerce and Industry + the Ministry of Justice + the General Tax Authority, as the case may be.
- ◆  Approval of the competent authority of the request if the business activity requires it
- ◆  A collective decision by the other shareholders (consent by the other shareholders to adding a new partner), or an amended memorandum of association authenticated by the Companies Affairs Department and the Ministry of Justice.
- ◆  Copy of a valid passport of partners.



## Procedures for changing partners in a simple recommendation company:



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- ◆  Presenting the real beneficiary declaration form to complete the procedures.
- ◆  Sale contract authenticated by the Ministry of Labour + the Ministry of Commerce and Industry + the Ministry of Justice + the General Tax Authority, as the case may be.
- ◆  Approval of the competent authority of the request if the business activity requires it.
- ◆  A collective decision by the other shareholders (consent by the other shareholders to adding a new partner), or the amended memorandum of association.
- ◆  Copy of a valid passport of partners.



## Procedures for changing the legal form of a company from a joint liability company/simple recommendation company to a limited liability company (or vice versa):



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- ◆  In the event of a change in the partners or their share, provide a sale contract authenticated by the Ministry of Labour + the Ministry of Commerce and Industry + the Ministry of Justice + the General Tax Authority, as the case may be.
- ◆  Presenting the real beneficiary declaration form to complete the procedures.
- ◆  An incorporation document of the new legal form, authenticated by the Companies Affairs Department and the Ministry of Justice.
- ◆  Approval of the new authorized signatory if other than the partners with a copy of valid ID card.
- ◆  Approval of the competent authority of request if the business activity requires it.





## Procedures for reducing or increasing the capital of a limited liability company (owned by one or more persons):



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◆  Presenting the real beneficiary declaration form to complete the procedures.

◆  A unanimous decision by the partners or a decision by the general assembly held in accordance with the company's incorporation document, or an amended version thereof indicating the increase/decrease, authenticated by the Companies Affairs Department and by the Ministry of Justice.


◆  Copy of ID/passport of the shareholders.





## Reducing or increasing the capital of a joint liability company:



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◆  The real beneficiary declaration form to complete the procedures, in case the procedure allows changing the share for one of the partners, while keeping the other partners' shares unchanged.

◆  A unanimous decision by the partners, or an amended memorandum of association.


◆  Copy of ID/passport of the shareholders.





## Reducing or increasing the capital in a simple recommendation company:



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◆  The real beneficiary declaration form to complete the procedures, in case the procedure allows changing the share for one of the partners, while keeping the other partners' shares unchanged.

◆  A unanimous decision by the partners, or an amended memorandum of association.





◆  Copy of ID/passport of the shareholders.



## Procedures for adding an authorized signatory to the sole proprietorship:



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- ◆  Copy of the valid ID card of the owner and the ID card of the authorized signatory to be added.
- ◆  When an authorized signatory other than the owner becomes part the sole proprietorship, a power of attorney obtained from the Ministry of Justice must be attached.
- ◆  Approval of the authorized signatory (if other than the owner) with a copy of the valid ID card.
- ◆  Approval of the competent authority to change the authorized signatory if the business activity requires it.



## In the event of dismissing an authorized signatory in a sole proprietorship, the following is required:



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- ◆  Approval of the competent authority to change the authorized signatory if the business activity requires it.



## Procedures for adding an authorized signatory to a limited liability company:



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- ◆  The application form, signed by the owner, one of the partners, an authorized signatory representing the legal person, one of the managers, or any authorized signatory under a power of attorney.
- ◆  Presenting the real beneficiary declaration form to complete the procedures.
- ◆  Copy of valid ID card/passport of the application signatory.
- ◆  A unanimous decision by the shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document, or a copy of the latest amendment thereto.
- ◆  Approval of the new authorized signatory with a Copy of ID card.
- ◆  Copy of ID/passport of the shareholders.
- ◆  Approval of the competent authority to change the authorized signatory if the business activity requires it.



## Dismissing an authorized signatory in a limited liability company:



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- ◆  A unanimous decision by the shareholders, or a decision by the general assembly convened in accordance with the company's memorandum of association, or a copy of the latest amendment to the memorandum of association.
- ◆  Copy of ID/passport of the shareholders.
- ◆  Approval of the competent authority to change the authorized signatory if the business activity requires it.



### Note:




If a partner's share is reserved, it is permissible to remove them from the authorized signatories without disposing of the share.



## Procedures for adding an authorized signatory to: Joint Liability Company: Simple Recommendation Company:



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- ◆  A unanimous decision by the shareholders, or a decision issued by the necessary majority as stipulated in the company's memorandum of association, or an authenticated copy of the latest amendment thereto.
- ◆  Approval of the competent authority to change the authorized signatory if the business activity requires it.
- ◆  Copy of ID/passport of the shareholders.



## Dismissing an authorized signatory in joint liability companies & simple recommendation company:



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- ◆  A unanimous decision by the shareholders, or a decision issued by the necessary majority as stipulated in the company's memorandum of association, or an authenticated copy of the latest amendment thereto.
- ◆  Approval of the competent authority to change the authorized signatory if the business activity requires it.
- ◆  Copy of ID/passport of the shareholders.



### Note:

If a partner's share is reserved, it is permissible to remove them from the authorized signatories without disposing of the share.



### Modifying the commercial license's responsible manager:

- Fill in the details for the responsible manager in the system and submit the application.



### Changing a person's nationality or name, or changing one of the partners' or authorized signatories' passport to an ID card, needs the following:



- Presenting the real beneficiary declaration form to complete the procedures.
- Copy of valid ID card of the partner/ authorized signatory whose information is to be amended.
- In the absence of data on the system, a letter To Whom It May Concern from the Ministry of Interior must be attached.



## In the event of changing the sole proprietorship's trade name, the following is required:



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



- ◆  Approval of the competent authority to change the name if the business activity requires it.
- ◆  Choosing a suitable trade name, while committing to applying the circular on trade names. The activity must be stated in the trade name as well.



## Procedures for changing the trade name of a limited liability company (owned by one or more persons):



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- ◆  A unanimous decision by the shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document, or a copy of the latest amendment thereto.
- ◆  Copy of ID/passport of the shareholders.
- ◆  Approval of the competent authority to change the name if the business activity requires it.
- ◆  Choosing a suitable trade name, while committing to applying the circular on trade names. The activity must be stated in the trade name as well.



## Changing the trade name of a joint liability company:



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- ◆  A unanimous decision by the partners or a certified copy of the latest amendment to the memorandum of association.
- ◆  Copy of ID/passport of the shareholders.
- ◆  Approval of the competent authority to change the name if the business activity requires it.



## Changing the trade name of a simple recommendation company:



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- ◆  The partners' unanimous decision or a decision issued by the majority stipulated in the memorandum of association, or the latest amended version thereof.
- ◆  Copy of ID/passport of the shareholders.
- ◆  Approval of the competent authority to change the name if the business activity requires it.



## In the event of adding a business activity to the sole proprietorship, the following is required:



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- ◆  Approval of the competent authority to add the activity if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  When a business activity is added, there is no need to change the trade name if the institution's purpose is stated therein.








## In the event of writing off a business activity in a sole proprietorship, the following is required:



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- ◆  Approval of the competent authority to write off the activity if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  When a business activity is written off, an amendment to the trade name is required, if necessary.
- ◆  Upon writing off a business activity, if the institution's purpose is still indicated in the trade name, no change is required.



### **In the event of adding a business activity in a limited liability company (owned by one or more persons), the following is required:**



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- ◆  Approval of the competent authority to add the activity if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  A unanimous decision by the shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document, or a copy of the latest amendment thereof, provided that it includes the activities required to be added to the commercial register.
- ◆  Copy of ID/passport of the shareholders.
- ◆  When a business activity is added, there is no need to change the trade name if the institution's purpose is stated therein.



### **In the event of writing off a business activity in a limited liability company (owned by one or more persons), the following is required:**



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- ◆  Approval of the competent authority of the request if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  A unanimous decision by the shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document, or a copy of the latest amendment thereof, provided that it includes the activities required to be added to the commercial register.
- ◆  Copy of ID/passport of the shareholders.



## In the event of adding a business activity in joint liability companies, the following is required:



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- ◆  Approval of the competent authority of the request if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  A unanimous decision by the shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document, or a copy of the latest amendment thereof, provided that it includes the activities required to be added to the commercial register.
- ◆  Copy of ID/passport of the shareholders.
- ◆  When a business activity is added, there is no need to change the trade name if the institution's purpose is stated therein.



## In the event of writing off a business activity in joint liability companies:



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- ◆  Approval of the competent authority of the request if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  A unanimous decision by the shareholders, or a decision issued by the necessary majority as stipulated in the company's memorandum of association, or an authenticated copy of the latest amendment thereto.
- ◆  Copy of ID/passport of the shareholders.



## In the event of adding a business activity in a simple recommendation company:



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- ◆  Approval of the competent authority of the request if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  The partners' unanimous decision or a decision issued by the majority stipulated in the memorandum of association, or the latest amended version thereof.
- ◆  Copy of ID/passport of the shareholders.
- ◆  When a business activity is added, there is no need to change the trade name if the institution's purpose is stated therein.



## In the event of writing off a business activity in a simple recommendation company:



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

- ◆  Approval of the competent authority of the request if the business activity requires it, or referring the request to the competent authority through the system.
- ◆  The partners' unanimous decision or a decision issued by the majority stipulated in the memorandum of association, or the latest amended version thereof.
- ◆  Copy of ID/passport of the shareholders.



## Changing a business activity in the commercial license: (Adding or Writing Off)



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- ◆ Third party approval if the business activity requires so.



## Changing a business activity in the commercial license: (Adding or Writing Off)



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- ◆ Rental agreement declaration, a rent deposit receipt by the Rental Disputes Settlement Committee or the court, or evidence of a judicial dispute for which no final judgment has been issued - Real estate authorization declaration (in case of sublease), power of attorney to manage the property (notarized by the Ministry of Justice), or a written authorization signed by all landlords for those delegated to sign the rental agreement declaration on their behalf.
- ◆ Building completion certificate
- ◆ Title deed (not required if the person signing the rental agreement declaration has the same name as the property owner on the building completion certificate).
- ◆ Civil Defense certificate if the commercial activity or project area (250 sqm and above).
- ◆ Copy of the ID cards of the Manager in Charge –  
*The property owner, for authentication purposes only and does not have to be valid.*
- ◆ Third party approval of commercial activity if required.
- ◆ My address plate.
- ◆ If the site is classified as a kiosk, attach sketch of the site certified by the municipality.



## Unsuspend a commercial license:



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- ◆ Attach the necessary documentation stating the cause for the suspension.



## Procedures for upgrading a branch to a headquarters for sole proprietorships/companies:



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- ◆  Approval of the competent authority of request in case the business activity requires it.
- ◆  A unanimous decision by the owner/partners, or a decision issued by the majority stipulated in the incorporation document for limited liability companies, or the memorandum of association for joint liability and simple recommendation companies.
- ◆  Copy of ID/passport of the shareholders.



## Procedures for putting a limited liability company (owned by one or more persons) into liquidation:



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- ◆  Presenting the real beneficiary declaration form to complete the procedures.
- ◆  A unanimous decision by the owner/shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document, indicating the name of the liquidator and their personal number.
- ◆  Copy of ID/passport of the owner/shareholders.
- ◆  Letter by the liquidator accepting to take on the liquidation works, and a copy of the liquidator's valid ID card/passport.





◆ **Note:**  
If the liquidator is an office, a natural person shall be appointed to represent it.



## Procedures for putting a joint liability & simple recommendation companies into liquidation:



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- ◆  Presenting the real beneficiary declaration form to complete the procedures.
- ◆  A unanimous decision by the partners to liquidate the company, indicating the liquidator's name and personal number.
- ◆  Copy of ID/passport of the shareholders.
- ◆  Letter by the liquidator accepting to take on the liquidation works, and a copy of the liquidator's valid ID card.

### Note:

If the liquidator is an office, a natural person shall be appointed to represent it.

- ◆ **Commercial Licence &  
Commercial Register writing off**





## Writing off a branch of the sole proprietorship:



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- ◆ Approval of the competent authority to write off branch if the business activity requires it.

- ◆ **Note:**  
Writing off a branch does not require the approval of the Ministry of Labour.



## Writing off a branch of a limited liability company (owned by one or more persons):



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- ◆ Approval of the competent authority of request in case the business activity requires it.
- ◆ A unanimous decision by the owner/shareholders, or a decision by the general assembly convened in accordance with the company's incorporation document.
- ◆ Copy of ID/passport of the owner/shareholders.



## Writing off a branch of a joint liability company:



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- ◆ Approval of the competent authority of request in case the business activity requires it.
- ◆ A unanimous decision by the shareholders, or a decision issued by the necessary majority as stipulated in the company's memorandum of association, or an authenticated copy of the latest amendment thereof.
- ◆ Copy of ID/passport of the shareholders.



## Writing off a branch in a simple recommendation company:



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- ◆  Approval of the competent authority of request in case the business activity requires it.
- ◆  The partners' unanimous decision or a decision issued by the majority stipulated in the memorandum of association.
- ◆  Copy of ID/passport of the shareholders.



## Writing off a branch in a simple recommendation company:



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- ◆  Approval of the competent authority if the business activity requires it.
- ◆  Seal by the Ministry of Labour/institution's registration if a commercial license is available, whether expired or written off, as well as the approval of the General Tax Authority, as the case may be.

### Note:






If a commercial license has not been issued, the writing off shall be done without the need for the Ministry of Labour authentication, institution's registration, or General Tax Authority approval..



## Deregistering a limited liability company (owned by one or more persons) upon completing the company liquidation:



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- ◆  Approval of the competent authorities of action, if required, when writing off the commercial register.
- ◆  Copy of the final account from the liquidator at the end of the liquidation process, and a certificate indicating that the company has no obligations or debts vis-à-vis banks, labour authorities, and the General Tax Authority, for example; in addition to a unanimous approval by the owner/shareholders, or an agreement by the needed majority (as per the company's memorandum of association) on the final account and writing off the commercial register.
- ◆  Copy of liquidator's valid ID card.
- ◆  Copy of ID/passport of the owner/shareholders.
- ◆  Approval of the General Authority for Minors' Affairs to write off the company if the owner or a shareholder is a minor.



## Deregistering a joint liability company:



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- ◆  Approval of the competent authorities of action, if required, when writing off the commercial register.
- ◆  Copy of the final account from the liquidator at the end of the liquidation process, and a certificate indicating that the company has no obligations or debts vis-à-vis banks, labour authorities, and the General Tax Authority, for example; in addition to a unanimous approval by shareholders on the final account.
- ◆  Copy of liquidator's valid ID card.



## Deregistering a simple recommendation company:



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- ◆  Approval of the competent authorities of action, if required, when writing off the commercial register.
- ◆  Copy of the final account from the liquidator at the end of the liquidation process, and a certificate indicating that the company has no obligations or debts, vis-à-vis banks, labour authorities, and the General Tax Authority, for example; in addition to a unanimous approval by shareholders on the final account.
- ◆  Copy of liquidator's valid ID card.



## Writing off of a Commercial License:



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- ◆  The writing request is submitted through the system, and no attachments are required.



## Request for a commercial register certificate of non-ownership:



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- ◆  Fill out the ID card data in the system.

- ◆ **Procedures for renewing the commercial register and commercial license**



## Renewing the commercial register for the sole proprietorship:



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Approval of the competent authority to renew the commercial register if the business activity requires it, or referring the request to the competent authority through the system.



### Note:

The register may be renewed for a period of five years.



## Renewing the commercial register for:



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Limited liability Company (owned by one or more persons)

Joint Liability Company

Simple Recommendation Company



Presenting the real beneficiary declaration form to complete the procedures.



Approval of the competent authority to renew the commercial register if the business activity requires it, or referring the request to the competent authority through the system.



### Note:



The register may be renewed for a period of five years.



## Renewing a commercial license:



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- ◆  Civil Defense certificate if the commercial activity or project area (250 sqm and above) requires a Civil Defense approval.
- ◆  Third party approval of commercial activity if required.

◆ **Note:**  
The register may be renewed for a period of five years.



## **Zones Procedures**





## Zones Procedures



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Msheireb Downtown Doha, District 3 - Katara - The Pearl - The Islamic Museum -  
Sites of the Engineering Office - Lusail - Aspire

- ◆ Building completion certificate
- ◆ Title-deed
- ◆ Civil Defense certificate if the commercial activity or project area (250 sqm and above) requires a Civil Defense approval.
- ◆ Rental agreement declaration
- ◆ A letter from the Tourism Authority on categorization - and security systems (Ministry of Interior) is required for hotels.
- ◆ If the site is classified as a kiosk, attach sketch of the site certified by the municipality.  
(Building completion certificate and title deed are not required for engineering office sites)  
(The Pearl requires a title deed - as well as a map stamped by the United Development Company)



## Industrial Area (57) – issuing transactions - changing site:



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- ◆ Approval of the industrial area municipality, in lieu of a building completion certificate. The approval shall state the commercial register number, and the activity to be licensed.
- ◆ Rental agreement declaration stamped by the industrial area municipality.
- ◆ Civil Defense certificate (for workshops and factories).



## Industrial Area (57) - changing commercial activity:



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- ◆ Approval of the industrial area municipality, stating the commercial register number, and the activity to be licensed.



## Industrial Area (81) – issuing transactions - changing (factory) site:



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- ◆  Civil Defense Certificate.
- ◆  Rental agreement declaration stamped by the Ministry of Commerce and Industry (Industrial Development Division).
- ◆  Factory building completion certificate.
- ◆  Initial approval from the Ministry of Environment.
- ◆  Approval from the Industrial Development Division.



## Logistics Areas (91), Aba Al-Saleel & Birkat Al-Awamer- Issuing transactions - changing site:



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- ◆  Rental agreement declaration stamped by Manateq.
- ◆  Building completion certificate, indicating the type of activity (store, showroom, office, workshop...).
- ◆  Civil Defense certificate (for workshops, factories, and warehouses).



## Mesaieed Industrial Area (94-93-92) – issuing transactions - changing (factory/warehouse) site:



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- ◆  Rental agreement declaration stamped by Manateq, or Mesaieed Administration (Qatar Petroleum) Dukan or Ras Laffan .
- ◆  Civil Defense certificate (for workshops, factories, and warehouses).
- ◆  Construction completion certificate or approval from Mesaieed Administration (Qatar Petroleum).
- ◆  Initial approval of factory from the Ministry of Environment.
- ◆  Approval from the Industrial Development Division.



## Sealine Area (93-92) - (Winter Camping Season) – issuing transactions - changing site:




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- ◆  Rental agreement declaration stamped by the Ministry of Environment. (Environmental Protection Reserves & Wildlife Department).
- ◆  Civil Defense certificate for motorcycle shops.
- ◆  Undertaking to provide security and safety requirements for kiosks.



## Birkat Al-Awamer:

- ◆  Currently, it is licensing some light-industry factories, pursuant to a no-objection letter from Manateq to change the activity, provided that construction has been completed. The issuing shall not take place until the certificate of completion of the building is converted to the new activity, along with the environmental and industrial permit attached.

◆ **Note:**  
The aforementioned areas are State-owned, and no title deed is requested therein.



**Under Construction License**



## The provisions

To develop the workflow, support investment, facilitate procedures, and save effort for investors, kindly inform customer service employees of the following:



An under construction commercial license may be issued for all commercial activities, **except for entities classified as commercial/administrative offices**

### Provided that the following provisions are adhered to:

1

The under-construction license is valid for one year only, and it absolutely cannot be renewed except upon the Department Director's approval, in case the operation requirements have not been completed.

2

The under-construction license is issued without third party approvals, provided that the said approvals are brought forth when issuing the final commercial license.

3

The under construction commercial license does not permit launching operations. It rather offers a period granted to establish business sites, and obtain third party approvals required for issuing the final license to practice commercial activities (establishment registration, labor approvals, release of the raw materials imported for the commercial project).

### Note:

An under-construction license, valid for one year as of its issuance date. The commercial activity can only start upon meeting all requirements





## Procedures to obtain an under-construction license:

### Stage 1

- ◆  License application form (under construction license).
  - ◆  Construction completion certificate, a building permit, or a contract with the State.
  - ◆  Lease agreement declaration form.
  - ◆  Copy of ID.
- ◆ Accordingly, an under construction commercial license is issued.

### Stage 2

- ◆ After the expiry of the under construction commercial license, valid for one calendar year only, all documents required to issue a final license are to be submitted:
- ◆  Civil Defense certificate.
  - ◆  Construction completion certificate (if not submitted in Stage 1).

النافذة الواحدة  
SINGLE WINDOW



وزارة التجارة والصناعة  
Ministry of Commerce and Industry  
دولة قطر • State of Qatar



# Ministry of Commerce and Industry Procedures Manual

April 2023

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