



Required documents and terms for the following visas

- New registration- Addition of commercial agency:

- 1- Attach a certified Arabic translation of the contract when submitting a certified contract written in a foreign language.
- 2- Customs harmonized system code (HS CODE)

Agent's registration fees 1000 Q.R. – Addition of commercial agency fees 1000 Q.R.

Terms:

- 1- Agency's activity must be the same as indicated in the commercial register.
- 2- Partners must be Qatari citizens.
- 3- The commercial register must be active.

- Renewal of a commercial agency:

- 1- Continuity letter or a new contract if the previous contract term is fixed (certified).

Renewal fees is 2000 Q.R. (for two years).

Terms: Continuity letter or a new contract.

- Marking (Commercial agency modification):

- 1- Modified contract after authentication and translation shall be attached.

Modification fees: 300 Q.R.

Terms:

- 1- In case the agency contract term is modified or products' statement, or client's information is to be modified, a certified and translated modified contract shall be submitted.
- 2- In case of adding products, include customs harmonized system code (HS CODE)

- Cancellation of a commercial agency- Commercial agent's record deletion

- 1- Qatari's company consent of agency cancellation.
- 2- Partners or owner's proof of identity.

Cancellation fees: Free

Terms:

statement of the reasons of cancellation



- **Extract of agent or commercial agency's registration**

Fees: 50 Q.R.

- **Commercial agency enquiry:**

Enquiry fees : 500 Q.R.

Terms:

- 1- Determine the competent entity for which name the result will be issued.
- 2- Agency information (name in Arabic and English- agency's activity- Agency's nationality).

- **Information request:**

Required documents :

- 1- Submit a request to view the files stating the relations and reasons provided by non-stakeholders of the commercial register.
- 2- Proof of applicant's identity.
- 3- Fill the request form.

Terms:

The applicant or who represent him/her shall visit the Ministry's headquarters to view the files.