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Establishing a company in Qatar (According to Law No. 5 of 2002 and other relevant laws)

Step 1 – Approval of company name and partners by Ministry of Business and Trade(former Ministry of economy and commerce)

Description – The applicants must submit 3 suggested names for the proposed company along with draft Articles of Association
(The minimum contents of the draft Articles of Association must be as per Article 229 of Law no: 5 of 2002, Refer Annexure 1 for more details)

Output – Once the name is approved, the Ministry of Business and Trade will issue letter to approved bank (any local or international banks having office in Qatar, can be chosen by the applicant)

Step 2 – Transfer of paid up capital to the approved bank (Minimum paid up capital for a limited liability company is Qatari riyals 200,000; around US Dollars 50,000)

Description – After opening the bank account of the applicant's choice, the minimum paid up capital must be transferred to this account(This paid up capital can be utilized only after the issuance of the commercial registration)

Output – Once the money is credited in the bank account, the bank will issue letter to the Ministry of business and trade confirming the same

Step 3 – Signing of the Articles of Association by the partners

Description – The partners of the company (or their approved agents with proper power of attorneys) are required to sign the Articles of Association in person with the Ministry of Justice. The signatures will be verified with the partner's original Qatari ID cards or passport copies.

Output – The Ministry of Business and trade will issue Commercial Registration (CR)
The Chamber of Commerce will issue Membership certificate for the company



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Government fees- *The fees for the Ministry of business and trade for the commercial registration will depend on the nature of activity to be carried on by the company in the State of Qatar.*

The fees per activity normally ranges from Qatari riyals 1,500 per annum to Qatari Riyals 7,500 per annum. Normally, the rates are higher for construction activities and lower for certain trading activities.

The fees with the Chamber of Commerce is Qatari riyals 600 per annum.

Special Note 1 – *Additional approvals and processes have to be carried out for industrial, education and other restricted activities.*

Special note 2 – *Foreign companies needs to legalize (in their country of origin through the Embassy of Qatar) their article of association and their certificate of enrolment to the local Chamber of Commerce.*

Step 4 – Obtaining Municipality license

Description – the Company, once it obtains it has a legal existence but in order to obtain its physical existence, it will have to obtain a physical space (office)

The lease agreement of the office, electricity and water bill, Office photos, signage photos must be submitted to the respected Municipalities in which the office/showroom space is located to obtain the Municipality license

Output – Municipality license

Government fees – *The government fees for the municipality license ranges from Qatari riyals 2,000 to 10,000 per annum, the same can be obtained for 2 years at a time.*

Step 5 – Immigration Approval (Computer Card)

(After obtaining the Immigration permit only, the company can recruit their staff)

Description - After the obtaining the CR, Municipal license, the company needs to be registered with the Ministry of labour/Ministry of Interior (Border Passport and Expatriates Affairs)

Out put – Immigration card(Also known as computer card and Khaid Munshiah)

Government fees – *Nominal fee of Qatari riyals 200 / annum*



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Step6 (Optional) – Obtaining Import/Export License

Description – If the company needs to import or export items or equipments, the company needs to obtain approval from the customs and ports general authority.

Output – Import/Export license

Annexure – 1

Article 229 – Contents of the Articles of Association

- 1-Type, name, objective and main office of the company.
- 2- Name, nationality, residence place and address of the partners.
- 3- Amount of capital, share of each partner, details of material shares, its value and name of its submitters, if any.
- 4- Name and nationality of the company managers, whether from the partners or others, if their names are given in the company contract.
- 5- Name of monitoring committee members, if any.
- 6- Period of the company.
- 7- Method of loss and profit distribution.
- 8- Terms of assignment from the shares.
- 9- Method to be followed for addressing notices to the partners.
- 10-The company contract may include special provisions to regularize the right for recovering the shares of partners and method of evaluation when such right is availed and to for the optional reserve and to organize the finance and accounts of the company and the reasons for dissolution.