



وزارة التجارة والصناعة
Ministry of Commerce and Industry

Date:...../...../.....

Application to mark a commercial register

Trade Name:	License no. (If any):	License no. (If any):		
Headquarters Address:	Unit no.:	Building no.:	Street no.:	Area no.:
<input type="checkbox"/> Renewal	<input type="checkbox"/> Modify mangers and their status	<input type="checkbox"/> Add or cancel activity		
<input type="checkbox"/> Modify trade name/ address	<input type="checkbox"/> Modify board members and their status	<input type="checkbox"/> Add or cancel branch		
<input type="checkbox"/> Modify partners	<input type="checkbox"/> Modify legal form	<input type="checkbox"/> Put company into liquidation		
<input type="checkbox"/> Commercial register mortgage	<input type="checkbox"/> Extend activity of foreign company branch	<input type="checkbox"/> Write off commercial register entry (mention reasons)		

Partners' Names	Partners' Signatures
1	
2	
3	
4	
5	
6	

I, the undersigned acknowledge, on my own risk, that all the data contained in the request above, and the attached documents are correct. I commit to meet all approvals from competent government authorities, and I authorize to submit this application: Mr.: _____ ID no: _____

Applicant's Name	ID number	Status	Mobile no.	Signature

For formal Use (Department notes)

Name:	Status:	Signature:
--------------	----------------	-------------------

Note: Before filling the registration in the Commercial Register form, required documents, and attached instructions shall be viewed

Required documents to be attached with commercial register mark application

Convert a corporation into a company

First: in case of converting into a limited liability company owned by one person with the same initial owner :

- Write off the corporation, then register a new company with the same owner.
- Memorandum of association authenticated by Ministry of Justice (It shall contain data of corporation whose components are to be converted to company)
- Competent Authorities' approval of commercial activities, if required
- Copy of valid ID (of owner, authorized signatories, and applicant)
- Beneficial owner declaration form

Second: in case of transferring a corporation to another owner (by means of sale) or making it a share in another company, requirements are:

- Write off the corporation, then register a new company with the name of the new owner, or new partners' names.
- Authenticated contract of sale between the corporation owner, and the new owner or company (if entered as a share)
- Competent authorities' approval of commercial activity, if required
- The Memorandum of association, or its amendment authenticated by Ministry of Justice
- Copy of valid ID (of old and new owner, authorized signatories, and applicant)
- Letter of approval by partners in the company (if entered as a share)
- Beneficial owner declaration form

Changing partners

- Authenticated contract of sale
- If the selling partner is non-Qatari, an approval from the General Tax Authority in Ministry of Finance is required.
- Amendment of the instrument of association authenticated by Ministry of Justice.
- Approval letter signed by partners (consensus) on the required amendment.
- Competent authorities' approval of commercial activity, if required
- Copy of valid ID (of partners, authorized signatories, and applicant)
- Copy of partners' commercial register (legal person) authenticated and certified (for foreign companies)
- Beneficial owner declaration form

Changing the company's legal form

- Memorandum of association or instrument of association and articles of association, in the new legal form subject to change, authenticated by the Ministry of Justice
- Approval letter signed by partners (consensus) on the required amendment
- Competent authorities' approval of commercial activity, if required
- Copy of valid ID (of partners, signatories, and applicant)
- Beneficial owner declaration form

Modify authorized Signatories

- Approval letter signed by partners (consensus) on required modification, and a confirmation of obtaining the new authorized signatory's approval (in case he can not sign). The letter shall be worded as (We, the undersigned acknowledge that Mr. has approved to add his name in the Commercial Register, we hereby pledge to take full responsibility if mentioned person denies the said approval).
- Competent authorities' approval of commercial activity, if required
- Copy of valid ID (of partners, authorized signatories, and applicant)
- Beneficial owner declaration form

Marking Commercial Register with modification (capital, trade name, activities, add or cancel a branch)

- Approval letter signed by partners (consensus) on required modification
- In shareholding companies, a letter from chairman, vice-chairman, or assigned member shall be submitted to apply for modification, alongside companies' affairs department approval
- Competent authority approval, if required by nature of activity
- Copy of valid ID (of partners, authorized signatories, and applicant)
- Beneficial owner declaration form

Marking commercial register with mortgage or redemption

- Approval letter signed by partners (consensus) on required marking (mortgage or redemption)
- In shareholding companies, a letter from chairman, vice-chairman, or assigned member shall be submitted to apply for modification, alongside companies' affairs department approval.
- A letter from mortgaging party when marking a mortgage or redemption
- Copy of valid ID (of partners, authorized signatories, and applicant)

Marking commercial register with charitable endowment

- Approval letter signed by partners (consensus) on required marking (charitable endowment)
- Copy of endowment deed
- A letter from General Directorate of endowments to mark the endowment (including endowment supervisor information and the powers conferred upon them, and information related to endowment deed)
- Competent authority approval, if required by nature of activity
- In shareholding companies, a letter from chairman, vice-chairman, or assigned member shall be submitted to apply for modification, alongside companies' affairs department approval.
- Copy of valid ID (of partners, authorized signatories, applicant and endowment deed signatories), with General Directorate of endowments' letter.

Extension of the foreign company's activity period

- Apply to extend the registration of a foreign company branch to operate in the country
- Obtain approval of business development and investment promotion department
- Copy of ID (partners, authorized signatories, and applicant)

Mark to put a company under liquidation

- A letter of partners' consent, signed by all partners upon required modification
- Competent authority approval, if required by nature of activity
- Acceptance letter from Liquidator
- Copy of valid ID (of partners, authorized signatories, applicant, and liquidator)
- In shareholding companies, a letter from chairman, vice-chairman, or assigned member shall be submitted to apply for modification, alongside companies' affairs department approval.
- Obtain liquidation approval from companies' affairs department

Required documents to be attached to renew a commercial register

Renewing a commercial register

- Competent authority approval, if required by nature of activity
- Copy of valid ID (authorized signatory, and applicant)
- Beneficial owner declaration form (if not submitted earlier)

Note: commercial register is renewed through Ministry's online portal, or the Single Window platform.

Required documents to be attached to mark writing off entry

Write off an entry of individual corporation

- Copy of owner's valid ID
- Copy of official authorization letter in case of owner's absence in addition to commercial register services form signed by the owner.

Write off an entry of a Limited Liability Company (L.L.C)

- Fill the commercial register services form and attach approval of the following competent authorities :
 1. General Tax Authority, approvals are not necessary if: (a register is fully owned by Qataris, GCC citizens residing in Qatar- except Omani citizens who are not exempted, expired registers for more than five years, registers for which licenses have not been issued except foreign companies' branches.
 2. Labor department office (in case establishment is registered)
 3. General Directorate of Passports (in case establishment is not registered)
 4. Competent authorities if the nature of the commercial activity requires an approval
- A signed letter of partners' consent to write off the entry
- Final account by liquidator, and a statement indicating finalizing liquidation process (if a company has been put into liquidation)
- Copy of owner's valid ID (of partners, authorized signatories, applicant, and liquidator)

Correcting material errors in the commercial register

- Fill the commercial register services form, signed by authorized signatory (if applied manually in a government services complex)
- The document supporting the correct statement that needs to be amended

Required documents to be attached for other services

Request to view a file, to whom it may concern certificate, negative certificate (No-Entry in commercial records)

- Copy of applicant's valid ID
- A letter from the company, signed by the applicant (manager or partner) requesting to view a file, or a "To whom it may concern" certificate

Ratification of (commercial register, commercial license, to whom it may concern certificate, or negative certificate)

- Copy of applicant's valid ID
- Copy of the document to be ratified

Important Instructions

- Provide useful information indicating consent of the person whose name is added to the Commercial Register (managers, authorized signatories, endowment supervisor, liquidator, judicial custodian). In case signature of the person whose name is added to the Commercial Register, is not attached, partners shall submit a pledge of the consent, to bear the full responsibility if it is proven otherwise.
- ID proof for natural person is the ID card or passport, while for the legal person (companies) is a copy of commercial register, such that it is authenticated and certified in the case of foreign companies.
- Regarding companies' approval on visas/ authorized signatory's consent (can be added to the space allocated for visas in the register services form, or in a separate letter).