

Check List of Documents required for Registration of a Limited Liability Company (QFZ LLC)

If the Applicant is Body Corporate as Shareholder(s)

The following notarized and / or legalized (as indicated) documents are required from the applicant for the Incorporation of Free Zone Company:

1.	Application for Registration and Licence.
2.	<p><u>Documents of Shareholder(s) – Body Corporate:</u></p> <p>For Foreign Companies</p> <p>(a). Certificate of Registration of the Company. (b). Certificate proving Good Standing of the Company (c). Memorandum and Articles of Association of the Company (d). KYC Form of shareholder(s). <i>[Template provided]</i></p> <p><i>[Item no. (a). to (c). must be Original, <u>OR</u> copy notarised]</i></p> <p>For Qatar Companies</p> <p>(a). Commercial Registration issued by the Ministry of Economy & Commerce. (b). Valid Trade License issued by Ministry of Economy & Commerce. (c). Articles of Association of the Company (d). Copy of a valid Establishment Card. (e). KYC Form of shareholder(s). <i>[Template provided]</i></p> <p><i>[Item no. (a). to (c). must be Original, <u>OR</u> True Copy attested by the issuing Authority]</i></p>
3.	<p>Resolution of the Body Corporate in accordance with company's Articles of Association, on the Company Letterhead, resolving the following; <i>[Template provided]</i></p> <p>a. Establishment of the QFZ LLC. b. Subscription of shares and Capital Commitment. c. Appointment of Manager(s). d. Appointment of the Negotiator or Legal Representative <i>(Optional)</i> e. Appointment of representative to Open and Operate Bank Account.</p> <p><i>[Notarised in the Qatar, <u>OR</u> notarised and legalised up to the level of the Qatar embassy in the Country of Origin.]</i></p>
4.	<p><u>Documents of the Manager(s):</u></p> <p>a. Valid passport copy of Manager(s). b. KYC Form of Manager(s). <i>[Template provided]</i> c. Copy of Qatar Identity of Manager(s) <i>(applicable if the individual is a Qatari National / Resident)</i></p> <p><i>[Item no. (b). must be Notarised, <u>OR</u> signed before QFZA]</i></p>

5.	Articles of Association of the QFZ LLC, signed by all the shareholders. <i>[Notarised in the Qatar, <u>OR</u> notarised and legalised up to the level of the Qatar embassy in the Country of Origin.] (Note: Power of Attorney holder may represent the shareholder(s) before QFZA for signing the Articles of Association)</i>
6.	Proof of payment of QFZA Fees. <i>[Payments are to be made in favour of the QFZ through wire transfer/bank deposit]</i>

Notes:

- The legal documents must be in English and/or Arabic. Documents in any other language must be accompanied by a certified/authenticated English or Arabic translation
- All documents more than one page long must be sealed
- All Power of Attorney must be accompanied by a valid passport copy of the attorney
- QFZA reserves the right to call for any additional documents and/or attestations, as and when necessary
- All Resolution and/or Power of Attorney for the Manager must state the Manager's full name as per passport including nationality and valid passport number.
- Where the KYC form is completed and signed by the applicant in person at the QFZA, the applicant's signature will be certified by QFZA personnel.
- Where the KYC form is completed and signed by the applicant outside the QFZA, the applicant will need to have his/her specimen signature notarized.
- KYC form for Body Corporate does not require Notarization. However, it must be signed by the Authorized signatory and Stamped by the Company.
- Please note that as per the requirements of the Central Bank, the person who is operating the bank account must hold valid Qatar Identity Card.