

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

If Applicants are a Natural Person & a 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) – Natural Person:</u></p> <p>(a). Valid passport copy of individual shareholder(s). (b). KYC Form of shareholder(s). <i>[Template provided] [Notarised <u>OR</u> Signed before QFZA]</i> (c). Copy of Qatar Identity. <i>(applicable if the individual is a Qatari National / Resident)</i></p> <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 notarised and legalised up to the level of the Qatar embassy in the Country of Origin]</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 its Articles of Association on the letterhead, resolving the following; <i>[Template provided]</i></p> <ol style="list-style-type: none"> a. Establishment of the QFZ LLC. b. Subscription of shares and Capital Commitment. c. Appointment of Manager(s). d. Appointment of representative to open and operate bank account e. Appointment of the Negotiator or Legal Representative <i>(Optional)</i>. <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 Manager(s):</u></p> <p>a. Valid passport copy of individual Manager(s). b. KYC Form of Manager(s). <i>[Template provided] [Notarised OR Signed before QFZA]</i> c. Copy of Qatar Identity <i>(applicable if the individual is a Qatari National / Resident)</i></p>
5.	<p>Articles of Association of the QFZ LLC, signed by all the shareholders.</p> <p><i>[Notarised in the Qatar, OR notarised and legalised up to the level of the Qatar embassy in the Country of Origin.]</i> <i>(Note: Individual Shareholder(s) and Power of Attorney holder may represent the shareholder(s) before QFZA for signing the Articles of Association)</i></p>
6.	<p>Proof of payment of QFZA Fees.</p> <p><i>[Payments are to be made in favour of the QFZ through wire transfer/bank deposit]</i></p>

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.