

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

### If the Applicant is a Natural Person 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.	<u>Documents of Shareholder(s) – Natural Person:</u> <ol style="list-style-type: none"> <li>Valid passport copy of individual shareholder(s).</li> <li>KYC Form of shareholder(s). <i>[Template provided] [Notarised <u>OR</u> Signed before QFZA]</i></li> <li>Copy of Qatar Identity. <i>(applicable if the individual is a Qatari National / Resident)</i></li> </ol>
3.	<u>Documents of Manager(s):</u> <ol style="list-style-type: none"> <li>Valid passport copy of Manager(s).</li> <li>KYC Form of Manager(s). <i>[Template provided] [Notarised <u>OR</u> Signed before QFZA]</i></li> <li>Copy of Qatar Identity of Manager(s) <i>(applicable if the individual is a Qatari National / Resident)</i></li> </ol>
4.	<p>Articles of Association of the QFZ LLC, signed by all the shareholders.</p> <p><i>[To be signed before the QFZA <u>OR</u> 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>
5.	<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.
- 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.