



هيئة المناطق الحرة - دولة قطر

**FREE ZONES AUTHORITY-STATE OF QATAR**

## **Licensing Regulations**

**Includes amendments made by Regulations Amending Certain Provisions of  
Licensing Regulations 2025**

Version: 2

Issued on: 16 December 2020

# Licensing Regulations

## PART 1 – Preliminary Rules

### Article 1 - Citation

These Regulations will be cited to as the Licensing Regulations.

### Article 2 - Definitions<sup>1</sup>

The following words and phrases will have the meaning shown against each of them, unless the text indicates otherwise:

**Applicant:** a natural or legal person who submits an Application.

**Application:** the application in the prescribed form submitted to the Authority in accordance with Article 7.

**Authority:** will have the meaning given to it in the Free Zones Law.

**Beneficial Owner:** a natural person who has, alone or with one or more other persons, complete ownership or Control over the entity, including a natural person who exercises full control/ absolute effective powers over the entity regardless of legal ownership.

**Board:** will have the meaning given to it in the Free Zones Law.

**Branch:** a branch that is registered by the Originating Company pursuant to the Free Zones Legislation.

**Business Plan:** the business plan that an Applicant submits in the form prescribed by the Authority.

**CEO:** the Chief Executive Officer of the Authority.

**Certificate:** the certificate of incorporation or registration issued by the Authority to evidence that a Free Zone Entity has been properly incorporated or registered in accordance with the Free Zones Legislation.

**Company:** a company incorporated in accordance with the Free Zones Legislation.

**Control:** a person, in relation to a Free Zone Entity or an Originating Company, who:

- (1) holds twenty-five per cent (25%) or more of the shares in the entity;
- (2) is entitled to exercise, or controls the exercise of, twenty-five per cent (25%) or more of the voting power in the entity;

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<sup>1</sup> Amended by Regulations Amending Certain Provisions of Licensing Regulations 2025.

(3) is able to exercise significant influence over the management of the entity by virtue of shareholding or voting power, or by contractual or other arrangements, including but not limited to such entity's board of directors and senior executive function; or

(4) is able to exercise influence by other means without ownership, including through personal or family connections to persons in positions described in sub-article (1) to (3) of this Article, by participating in the financing of the entity, or through historical or contractual associations with the entity.

For purposes of the aforesaid definition:

(A) shares:

- in relation to an Applicant or a Free Zone Entity with a share capital, fully subscribed or allotted shares;
- in relation to an Applicant or a Free Zone Entity with capital but no share capital, rights to share in the capital of the entity;
- in relation to an Applicant or a Free Zone Entity without capital, interests conferring any right to share in the profits, or liability to contribute to the losses of the entity; or giving rise to any obligation to contribute to the debts or expenses of such entity in the event of winding up; and

(B) voting power, in relation to an Applicant or a Free Zone Entity which does not have general meetings at which matters are decided by the exercise of voting rights including the right to alter its articles of association without holding general meetings.

**Designated Land:** the specific plot of land or premises within the Free Zone allocated by a Letter of Intent or a Lease.

**Free Zone:** will have the meaning given to it by the Free Zones Law.

**Free Zone Entity:** an entity that has been incorporated or registered in a Free Zone.

**Free Zones Law:** Law Number (34) of 2005 as referred thereto.

**Free Zones Legislation:** Law Number (34) of 2005 as referred thereto, these Regulations and any other regulations issued pursuant thereto, rules, policies, resolutions, decisions or orders issued from time to time in connection with the Free Zone.

**Landlord:** the Authority, its representative or any other entity that owns or grants Leases for any Designated Land or any buildings, premises or constructions erected on such Designated Land as may be approved by the Authority from time to time.

**Lease:** a Master Lease, a Sub-Lease or an agreement granting usufructuary rights and any amendments thereto, entered into between a Tenant and a Landlord.

**Letter of Intent:** a document, in the prescribed form, issued by the Authority to the Applicant pursuant to Article 7(5) of these Regulations.

**Licence:** a permission to carry out one or more Permitted Activities issued by the Authority to a Free Zone Entity pursuant to these Regulations.

**Licensing Criteria:** the criteria issued from time to time by the Authority to obtain a Licence.

**Manager:** one (1) or more natural persons appointed by an Applicant or a Free Zone Entity to be a manager and be the principal representative(s) both within the Free Zone and in all matters before or otherwise involving the Authority.

**Master Lease:** a lease entered into between a Tenant and the Authority in its capacity as Landlord in respect of a real property.

**Originating Company:** legal person, whether incorporated within or outside the State, which has registered a Branch under these Regulations.

**Permitted Activity:** an economic activity under the Free Zones Law that a Free Zone Entity is permitted to undertake from the list of activities set out in the Schedule of Permitted Activities, as attached.

**Register:** the register created and maintained by the Authority in accordance with Article 18 of these Regulations.

**Regulations:** the Licensing Regulations and any rules, policies, resolutions, decisions or orders issued under or in connection with these Regulations.

**Schedule of Fees:** the schedule of fees set out in Schedule 1 of these Regulations as issued and updated from time to time by the Authority.

**Schedule of Sanctions:** the schedule of sanctions set out in Schedule 2 of these Regulations as issued and updated from time to time by the Authority.

**Schedule of Permitted Activities:** the list of permitted activities issued and updated from time to time by the Authority.

**Shareholder:** a person who is the registered owner of shares in a Company.

**State:** the State of Qatar.

**Sub-Lease:** an agreement entered into between a Tenant and the original tenant for a period less than the original Lease period.

**Tenant:** a person who is granted a Lease.

### **Article 3 - Interpretation**

(1) In these Regulations, a reference to:

(a) a law includes all amending or supplementary legislative instruments, or secondary or subordinate executive regulations, including decrees, regulations, resolutions, decisions, policies or orders issued by the Authority, or any other competent State authority having jurisdiction over the Free Zone, made from time to time under that law as amended, restated or re-enacted from time to time;

(b) a provision of any law or regulations includes a reference to that provision as amended, restated or re-enacted from time to time;

- (c) the singular includes the plural and vice versa;
  - (d) a year, month or day means a year, month or day of the Gregorian calendar;
  - (e) the masculine gender includes the feminine gender or a legal body;
  - (f) a document or deed in “prescribed form” is a reference to that document or deed in the form prescribed by the Authority from time to time;
  - (g) “written” or “in writing” includes any form of representing or reproducing words in a legible form; and
  - (h) a person includes any natural or legal person, including a branch, company, partnership, unincorporated association, government or state, including any governmental department, body or authority.
- (2) The headings in these Regulations do not affect their interpretation.
- (3) Any reference to an Article, a sub-article, a paragraph or a sub-paragraph in these Regulations without further identification is a reference to an Article, a sub-article, a paragraph or a sub-paragraph of an Article in these Regulations.
- (4) Any reference in these Regulations to “include”, “including”, “in particular”, “for example”, “such as” or any similar expressions will be considered as being by way of illustration or emphasis only and is not to be construed so as to limit the generality of any words preceding them.
- (5) Any reference to a document or instrument requiring certification by a legal person may be signed by an authorised signatory on behalf of such person.
- (6) Any reference to the “Authority” includes any person who has been delegated or granted powers by the Authority to regulate, develop, operate or manage any Free Zone in accordance with the Free Zones Legislation.
- (7) Any reference to the “CEO” includes a person who has been delegated with authority by the CEO.

#### **Article 4 - Application**

- (1) These Regulations regulate amongst other things, the licensing of Free Zone Entities to carry out Permitted Activities.
- (2) Pursuant to the Free Zones Law, the Authority is empowered to establish a facility to issue approvals, permits and licences required for the licensing of Free Zone Entities and for such entities to carry out Permitted Activities in or from the Free Zone. Notwithstanding any other provision in any laws, rules, policies, decisions, orders or regulations of the State, only the Authority is permitted to issue Licences, Certificates and any other documents relating to or required for Free Zone Entities to carry out any Permitted Activities in or from the Free Zone. All such Licences, Certificates and any other documents issued by the Authority in connection with the Free Zone will be recognised as binding by all persons in the State, without the need for any additional governmental approvals, licences or permits.

(3) Unless specified to the contrary by these Regulations, the licensing, regulation and incorporation of entities in the Free Zone and the carrying out of Permitted Activities in or from the Free Zone will be governed exclusively by the provisions of and be regulated as provided by and pursuant to the Free Zones Legislation.

#### **Article 5 - Other State authorities**

(1) To the extent that any person is licensed in accordance with the Free Zones Legislation to carry out any Permitted Activity in or from the Free Zone, such person will require no further licence, consent, permit or registration in the State in order to carry on such activity in or from the Free Zone. In carrying out such Permitted Activity, such person will be subject to regulation and enforcement procedures only as provided by the Free Zones Legislation.

(2) The licensing or regulation of any activity conducted by a person licensed in accordance with the Free Zones Legislation will (subject only as provided in Article 6 of these Regulations) fall outside the jurisdiction of the other authorities of the State.

(3) State laws relating to the licensing or regulation of any economic activity which would apply to such persons (but for the Free Zones Legislation) will not apply to the carrying out of Permitted Activities by such persons, to the extent they regulate matters the subject of the Free Zones Legislation or to the extent they are otherwise excluded by, conflict with or are inconsistent with such legislation.

### **PART 2 – Licensing of Business Activities within the Free Zone**

#### **Article 6 - Conducting business in the Free Zone**

(1) No person will carry out any Permitted Activity in or from the Free Zone unless it has been issued a Licence in accordance with these Regulations.

(2) The Authority may elect to issue specific licences to persons who provide support or ancillary services within the Free Zone. The Authority will determine which provisions of these Regulations will apply to and govern such licences (including any benefit or incentive which may be made available by the Authority to such persons).

#### **Article 7 - Application**

(1) An Applicant must submit an Application in the form that the Authority prescribes. The Application must include the following:

- (a) a brief background on the Applicant;
- (b) a Business Plan;
- (c) a statement of the Applicant's Designated Land requirements, including type of property, gross internal area required and the term;
- (d) a statement of the Applicant's intended activities by reference to the Schedule of Permitted Activities;
- (e) any other information or document which the Authority requires from time to time; and

- (f) payment or evidence of payment of the relevant fee for the Application as set out in the Schedule of Fees.
- (2) The Authority will not assess an Application that does not comply with sub-article (1) of this Article, or any other applicable requirement.
- (3) The Authority may approve or reject the Application.
- (4) Any failure by the Applicant to provide the information required by sub-article (1) of this Article, (or appropriate verification of such information) in a timely manner may result in a rejection of the Application.
- (5) If the Authority approves an Application, a Letter of Intent will be issued.
- (6) In the event that an Application is approved by the Authority:
  - (a) the Applicant must form a Free Zone Entity; and
  - (b) the Free Zone Entity must enter into a Lease in accordance with the Free Zones Legislation
- (7) Once the Free Zone Entity enters into the Lease, the Authority will issue a Licence to the Free Zone Entity.
- (8) The Authority may impose any additional condition, restriction or requirement in the Licence.
- (9) An Applicant may make a written request to withdraw the Application at any time before a decision has been made by the Authority regarding the Application for a Licence.

#### **Article 8 - Licensing Criteria**

- (1) The Authority may not approve an Application unless it is satisfied that the Applicant has fulfilled the relevant Licensing Criteria.
- (2) The Authority may also take into account, the following matters in determining whether to approve or reject an Application:
  - (a) the activity that the Applicant wishes to conduct;
  - (b) the position and circumstances of the Applicant, the Application, the Permitted Activity and any implications or potential implications in respect of the State, other states or other bodies, institutions and organisations, and the Free Zone Entities;
  - (c) the need to protect the public interest, reputation or efficient operation of the Free Zone or the State;
  - (d) the position and circumstances of the Authority or the State and their objectives, strategies and priorities;
  - (e) the accuracy and veracity of the supporting information supplied by the Applicant; and
  - (f) any other factors which the Authority deems appropriate.

#### **Article 9 - Information contained in the Licence**

A Licence will state:

- (1) the Free Zone Entity's registered name and trading name (if applicable);
- (2) the date from which the Licence will take effect;
- (3) a description of the Permitted Activities to be undertaken by the Free Zone Entity;
- (4) the names of the Managers; and
- (5) any condition, restriction or requirement imposed on the Free Zone Entity by the Authority.

#### **Article 10 - Term of the Licence**

- (1) A Licence remains valid unless revoked or the Free Zone Entity holding the Licence is dissolved.
- (2) At least thirty (30) days before the anniversary of each issue date of the Licence, the Free Zone Entity must:
  - (a) pay the applicable annual renewal fee as set out in the Schedule of Fees;
  - (b) supply to the Authority details of any changes to the Free Zone Entity in the form prescribed by the Authority;
  - (c) if required, provide to the Authority copies of its latest financial statements; and
  - (d) satisfy any other requirement imposed by the Authority.

#### **Article 11 - Conditions, restrictions and requirements following issuance of a Licence**

- (1) The Authority may as it considers appropriate, by notice in writing, impose any condition, restriction or requirement on the Licence of a Free Zone Entity or require a person specified in the condition, restriction or requirement to take or refrain from taking any action:
  - (a) if the Free Zone Entity has requested the Authority to take such action in a form duly authorised by the Free Zone Entity;
  - (b) if the entity's Certificate is invalid, revoked or suspended for any reason;
  - (c) if the Free Zone Entity has breached any condition, restriction or requirement of its Licence or no longer meets or is unlikely to meet the relevant Licensing Criteria;
  - (d) if the Free Zone Entity has furnished misleading or inaccurate information to the Authority for the purpose of obtaining or receiving a Licence or complying with any other obligation under the Free Zones Legislation;
  - (e) if the Free Zone Entity does not hold a valid Lease or has not commenced the Permitted Activity within the period prescribed by the Authority;
  - (f) if the Free Zone Entity has not paid amounts due and payable under these Regulations or any Free Zones Legislation including any applicable fees or Sanctions;



- (g) if the Free Zone Entity has ceased to carry out the Permitted Activity in the Free Zone for a period of ninety (90) days;
  - (h) if the Free Zone Entity is carrying out any activity of a different nature or category to that of the Permitted Activity;
  - (i) upon assignment of right (directly or indirectly) of benefit in interest in or Control of the Free Zone Entity to any third party, or any change in the ownership of the Free Zone Entity without the prior written consent of the Authority;
  - (j) if the Free Zone Entity is in breach of any of the provisions of its Lease, the Lease is terminated by either party to it or the Lease has expired and has not been renewed within thirty (30) days of expiration and the Authority has not granted an extension of time to renew;
  - (k) upon a contravention of any provision of the Free Zones Legislation or any laws applicable to the Free Zone Entity;
  - (l) if a Free Zone Entity (or, in the case of a Branch, an Originating Company) is unable to or admits inability to pay its debts as they fall due, suspends making payments on any of its debts or, by reason of actual or anticipated financial difficulties, commences negotiations with one or more of its creditors with a view to rescheduling any of its financial indebtedness;
  - (m) upon any order of any court of competent jurisdiction to revoke or suspend the Licence; and
  - (n) if the Authority considers it necessary for the protection of the public interest or reputation or proper operation of the Free Zone.
- (2) The right of the Authority to impose any condition, restriction or requirement pursuant to sub-article (1) of this Article, includes the right to vary or revoke any condition, restriction or requirement previously imposed by the Authority.

## **Article 12 - Revocation or suspension of a Licence**

- (1) The CEO may by notice in writing, revoke or suspend a Free Zone Entity's Licence if any of the events mentioned in Article 11(1) of these Regulations occur or where the Free Zone Entity is in breach of its Licence.
- (2) A Free Zone Entity may refer a decision issued pursuant to sub-article (1) of this Article, as a grievance for the review by the Board within fifteen (15) days of receipt of the decision. The Board will provide a written statement of its decision and supporting reasons within one (1) month from the date of receipt of the grievance.
- (3) The Free Zone Entity may, within a period of thirty (30) days of the decision of the Board, refer the decision to a court of competent jurisdiction under the Free Zones Legislation.
- (4) If the Authority suspends or revokes the Licence, the Free Zone Entity must immediately:
  - (a) cease to carry out all activities in and from the Free Zone; and
  - (b) notify all relevant third parties about such suspension or revocation of its Licence.

(5) If the Authority suspends or revokes the Licence, the Authority may publicise or notify any person of such revocation or suspension.

(6) If any of the events mentioned in Article 12(1) of these Regulations occur, the Authority before suspending or revoking the Licence, may take any other administrative action it deems appropriate; including but not limited to, the suspension of services or restricting the movement of goods, products and persons from entering and exiting the Free Zone.

### **Article 13 - Role of the Manager**

(1) The Applicant or the Free Zone Entity must at all times appoint at least one (1) Manager who is its principal representative within the Free Zone and will represent the Applicant or the Free Zone Entity in all matters which relate to the Free Zones Legislation.

(2) An Applicant may in its Application specify the extent of the powers of the individual appointed as the Manager. In the absence of any specification, limitation or regulation, the Manager will be deemed to have all powers and authority necessary to legally bind the Applicant or the Free Zone Entity in all dealings with all third parties.

(3) A copy of any instrument setting out the powers of the Manager must first be registered with the Authority and thereafter must be included in the Register.

(4) An Applicant or a Free Zone Entity must notify the Authority in writing within fourteen (14) days of any change of Manager or the scope of his powers using the prescribed form and payment of the relevant fee (if any).

## **PART 3 – Benefits and Incentives**

### **Article 14 - Benefits and incentives**

(1) The Authority may determine from time to time, in accordance with the Free Zones Law, the benefits or incentives that may be made available to an Applicant or a Free Zone Entity.

(2) Any Licence issued by the Authority may be accompanied by a notice specifying the benefits or incentives to be made available by the Authority to the Applicant or Free Zone Entity.

## **PART 4 – Powers of the Authority**

### **Article 15 - Power to request information and documentation**

(1) The Authority may exercise all powers granted to it pursuant to any of the Free Zones Legislation, including requiring a Free Zone Entity, by written notice, to do the following:

(a) provide to the Authority in the manner and in the form prescribed in the Authority's notice, any information or document which the Authority may require for the exercise of its duties or powers under the Free Zones Legislation; and

(b) permit an officer or agent of the Authority or any other competent authority of the State to enter any Designated Land occupied by the Free Zone Entity for the purpose of obtaining or verifying any information.

(2) The Authority's powers referred to in sub-article (1) of this Article , include the right to make copies of any documents produced by the Free Zone Entity and require the Free Zone Entity to certify the accuracy of the copies.

(3) A Free Zone Entity must co-operate fully with, and respond to any requests from, the Authority or any of its representatives, investigators, advisors or consultants for information or documents relating to its Shareholders (including details concerning their legal owners and Beneficial Owners), business, assets and activities within the period prescribed in the notice.

#### **Article 16 - Power to investigate**

(1) The Authority may appoint one or more persons to investigate the affairs of a Free Zone Entity, to determine whether a person or entity has contravened a provision of the Free Zones Legislation, breached a term of its Licence, or following receipt of a complaint from a third party.

(2) The Authority will notify the Free Zone Entity of the appointment of such investigators(s) in writing.

(3) The investigator(s) may, if considered necessary for the purposes of the investigation, look into the affairs of any other legal body which is an affiliate of a Free Zone Entity or any other person who is connected to a Free Zone Entity.

(4) The Authority may on written notice require a Free Zone Entity to allow the investigator(s) to enter the Designated Land of a Free Zone Entity if considered necessary for the purpose of carrying out the investigation pursuant to this Article.

(5) The investigator must submit a report to the Authority as soon as practicable following completion of its investigation and the report must include the investigator's findings on whether the Free Zone Entity is in contravention of any part of the Free Zones Legislation or in breach of its Licence.

#### **Article 17 -Power to regulate form and content of advertising**

(1) The Authority may by written notice to a Free Zone Entity:

(a) object to a trading name used by a Free Zone Entity if it considers that the trading name is misleading to the public or is otherwise undesirable; and

(b) request a retraction of any advertisement or campaign which the Authority considers misleading or necessary in order to protect the public or the reputation or proper operation of the Free Zone.

(2) Where the Authority has given a Free Zone Entity notice under sub-article (1) of this Article, the entity must not use the trading name and must cease carrying out the undesirable or misleading advertising or campaign activity.

### **PART 5 – Register**

#### **Article 18 - Register**

(1) The Authority will establish and maintain a Register of Free Zone Entities.

- (2) The Register may be held in electronic form or in any other permanent manner and may include all relevant information contained in an Application and a Licence, including:
- (a) the registered name, number and address of the Free Zone Entity;
  - (b) the Permitted Activity of the Free Zone Entity;
  - (c) the registered name and address of the Applicant and any other parent company, including the Originating Company or shareholder along with details of the legal owner and Beneficial Owners of any legal person;
  - (d) the name, address and identification details of the Shareholders of the Free Zone Entity;
  - (e) the Lease, Sub-Lease and assignment details of any Lease (if any);
  - (f) the name, address, identification details and powers of the Manager;
  - (g) any condition, restriction or requirement imposed upon the Licence;
  - (h) any key asset (movable or immovable) owned, leased, occupied or used by the Free Zone Entity;
  - (i) any mortgage, pledge, charge or other encumbrance (howsoever described and howsoever arising) created by the Free Zone Entity or over any part of its assets; and
  - (j) any other information deemed relevant by the Authority.
- (3) The Authority may decide to update the information required for the Register from time to time and each Free Zone Entity must provide any additional information requested by the Authority (within the timelines prescribed by the Authority).
- (4) The Authority may make available information contained in the Register maintained by it to the public or to any interested persons in accordance with the prevailing Free Zones Legislation.
- (5) A Free Zone Entity must promptly supply to the Authority, using the prescribed form, details of any changes to the information contained in the Register within the timelines prescribed by the Authority or in any of the Free Zones Legislation.

## **PART 6 – General Provisions**

### **Article 19 - Fees<sup>2</sup>**

- (1) The Free Zone Entity must pay any fees due to the Authority as set out in Schedule 1 immediately upon the fee becoming due.
- (2) Fees paid to the Authority are not refundable.

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<sup>2</sup> Amended by Regulations Amending Certain Provisions of Licensing Regulations 2025.

## **Article 20 - Sanctions<sup>3</sup>**

The Authority may impose sanctions for a contravention of the Licensing Regulations as set out in Schedule 2.

## **Article 21 - Service of documents**

A document served in relation to any matter under the Free Zones Legislation may be served on a Free Zone Entity and will be deemed delivered by leaving it at the registered office of the Free Zone Entity in the Free Zone.

## **Article 22 - Alternative corporate types**

- (1) The Authority may from time to time issue Licences to persons to establish alternative forms of corporate structures or legal entities within the Free Zone (other than a Company or a Branch).
- (2) The Authority will determine which parts of the Free Zones Legislation (in whole or in part) will apply to such structures or entities.

## **Article 23 - Entities incorporated or registered within the State**

An entity incorporated or registered in the State may apply to establish a Free Zone Entity provided it complies with these Regulations and satisfies the requirements of the Authority.

## **Article 24 - Amendments of the Regulations**

- (1) An Applicant and a Free Zone Entity are required to comply with the version of these Regulations or any rules, policies, decisions or orders supplementing these Regulations or any other Free Zones Legislation as are currently in force and published on the Authority's website or by other means. No person will have a right to bring any claim or action against the Authority based upon any replacement, cancellation or amendment of these Regulations or any other Free Zones Legislation.
- (2) The Authority may, within the scope of its jurisdiction, authority or powers, amend these Regulations from time to time, waive any requirements of these Regulations, or make such rules, policies, decisions, orders and regulations to supplement these Regulations as it considers necessary or appropriate to implement, carry out or enforce the Free Zones Law or any of the Free Zones Legislation.

## **Article 25 – Revocation and Replacement**

The Licensing Regulations 2018 is hereby revoked and replaced by these Regulations.

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<sup>3</sup> Amended by Regulations Amending Certain Provisions of Licensing Regulations 2025.

## **Schedule 1- Schedule of Fees<sup>4</sup>**

### **Article 1- Scope**

This Schedule of Fees is issued by the Authority and prescribes the fees that will apply and are to be paid by Free Zone Entities pursuant to the Free Zone Legislation.

### **Article 2- Application**

(1) Where a fee is payable for any service stipulated in the annexed Table of Fees, the service request may not be regarded as received until the fee has been paid.

(2) The Authority may also charge fees by notice for various services requested by Free Zone Entities consistent with the Free Zone's objectives, even if they are not included in the annexed Table of Fees.

### **Article 3-Amendment**

This schedule may be updated or amended at any time by the Authority and the updated or amended version will apply upon the date of issue.

**Annex- Table of Fees**

<b>Type of Services</b>	<b>Fee (QAR)</b>	<b>Type of Fee</b>
Application for License	300	One Time
New License and Licence renewal	5,000	One Time/Annual
Adding/Changing Activity in the License (for each activity)	1,000	Usage Base
Other License Amendments	1,000	Usage Base
Replacement / Re-print of License	200	Usage Base
Attestation – True Copy / Original Seen / Notarization	100	Usage Base
Standard Letter/NOC to 3rd Party	100	Usage Base
Non-Standard Letters	200	Usage Base

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<sup>4</sup> Inserted by Regulations Amending Certain Provisions of Licensing Regulations 2025.

## **Schedule 2- Schedule of Sanctions<sup>5</sup>**

### **Article 1- Scope**

This Schedule of Sanctions is issued by the Authority and prescribes the sanctions that will apply and are to be paid by Free Zone Entities pursuant to the Free Zones Legislation for each single contravention of the provisions of Free Zone Legislation.

### **Article 2- Authority's Power to Impose a Sanction**

If the Authority considers that any part or provision of the Free Zones Legislation referred to in the annexed Table of Financial Sanctions of this Schedule 2 is being contravened by a Free Zone Entity, without prejudice to any other legislation carrying a more severe sanction, the Authority may impose a financial sanction prescribed therein.

### **Article 3- Written Notice**

(1) When the Authority believes that a contravention of the provisions referred to in the annexed Table of Financial Sanctions has occurred, it may issue a preliminary notice to be served on the alleged violator.

(2) The written notice will set out,

- (a) the proposed decision;
- (b) the reasons for that proposed decision, including any proposed findings of fact;
- (c) a copy of the relevant materials which were considered in making the proposed decision;
- (d) that the person may make written representations to the Authority concerning the proposed decision; and
- (e) that the time for making representations will be no less than fifteen (15) days.

(3) The recipient of the preliminary notice may request an extension of time allowed for making representations. The Authority will decide whether it is fair to allow an extension, and if so, how much additional time is to be allowed for making representations.

(4) If the Authority receives no response or representations within the period specified in the preliminary notice, or after considering the representations decides to make the same or a different decision, the Authority will, as soon as practicable, issue a decision notice to the person in relation to whom the power is exercised specifying:

- (a) the decision;
- (b) the reasons for the decision, including its findings of fact;
- (c) the date on which the decision is to take effect;
- (d) if applicable, the date by which any relevant action must be taken by the person; and

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<sup>5</sup> Inserted by Regulations Amending Certain Provisions of Licensing Regulations 2025.

(e) the person's right to seek grievance of the decision by the Authority.

(5) If the Authority decides that the Authority should not give a decision notice, Authority will notify the relevant parties of the decision in writing.

#### **Article 4- Prejudice to the Interests of Free Zone Entities or the Authority**

(1) If the Authority concludes that any delay likely to arise as a result of complying with the procedures in Article 3 would be prejudicial to the interests of other Free Zone Entities or otherwise prejudicial to the interests of the Authority:

(a) preliminary notice and representation procedures do not apply; and

(b) instead, the Authority must provide the person with an opportunity to make representations to the Authority in writing within a period of fifteen (15) days, or such further period as may be decided, from the date on which the decision notice is given.

(2) If the Authority does not receive any representations within the period specified in the notice, it must inform the person in writing that the decision is to stand.

(3) If the Authority receives representations within the period specified in the notice, after considering the representations the Authority may decide to confirm, withdraw or vary the decision and it must as soon as practicable notify the person of the decision in writing.

#### **Article 5- Grievances**

(1) A grievance against the decisions of the Authority will be submitted by the concerned person to the Authority, within fifteen (15) days from the date of the decision notice.

(2) The grievance will contain the following information:

(a) the grievant's name, surname, capacity and address;

(b) the grieved-against decision, the date of its issuance and the date of its notification to the grievant or the date of knowledge;

(c) the grounds on which the grievance is based, and the supporting documents, and explanatory memorandums;

(d) the specific requests of the grievant; and

(e) the relevant means for the grievant to receive the notices related to the review of the grievance, whether by email or telephone or other means.

(3) The Authority will review and decide upon the grievance within thirty (30) days and at the end of the review may rescind the order or may issue a new decision notice. The expiry of this period without a decision on the grievance will be considered and implicit rejection thereof.

(4) The decision notice shall comprise a summary of the subject-matter of the grievance and the grounds upon which it is based. The grievant shall be notified, in writing, of a copy of the decision within seven (7) days from the date of its issuance, by the notification means as specified in his grievance.



(5) The decision on the grievance or the implicit rejection, will be final.

#### **Article 6- Non-Payment of Sanction and Repeated Contraventions**

The amount of financial sanction prescribed in the decision notice will be doubled in cases of non-payment of the stipulated sanction within the prescribed time; or in cases of a repetition of a contravention which was previously subjected to sanction.

#### **Article 7- Administrative Action**

The imposition of a financial sanction does not in any way prevent the Authority from undertaking administrative action under the Free Zones Legislation, including, without limitation, the capacity of the Authority to suspend or revoke the Licence. Any administrative action by the Authority, including revoking or suspending a Licence under Free Zones Legislation, is without prejudice to the obligation of the Free Zone Entity to pay any sanctions so imposed by the Authority.

#### **Article 8- Assessment and Contraventions not Covered by Schedule 2**

(1) The appropriate sanction and level of discretion may be determined by the Authority considering the following circumstances:

- (a) seriousness and consequences of the contravention; location, severity, quantity, extent and duration of the impact, or potential impact, of the alleged contravention; the potential of the contravention to have a wider impact on proper operation of the Free Zones; costs avoided, or profits realised by the alleged contravention; the degree of culpability of the alleged offender; issues of public concern, including the need for specific and general deterrence;
- (b) behavior of the offender regarding the contravention, cooperation with the Authority and willingness to commit to appropriate remedial actions; whether the contravention was intentional or reckless; any voluntary action by the offender to mitigate harm, and any mechanisms implemented to prevent any recurrence;
- (c) previous history of alleged offender with regard to compliance with legislation and frequency and seriousness of any past contraventions;
- (d) moral repugnance associated with the contravention; and
- (e) aggravating, mitigating or other relevant factors.

(2) The list of factors for the assessment is not exhaustive and not all the factors will apply in every case, and the weighting the Authority gives to each will depend on the particular circumstances and situation.

(3) Where a contravention of any provision of the Regulations is not explicitly covered in the annexed Table of Financial Sanctions, the Authority may charge an appropriate financial sanction of up to ten thousand (10,000) QAR.

#### **Article 9- Prescribed Sanctions**

The financial sanction corresponding to contraventions of provisions of respective regulations are listed in the annexed Table of Financial Sanctions.

### Annex- Table of Financial Sanctions

Article of The Regulations	Nature of Contravention	Maximum Financial Sanction for Each Contravention (QAR)
6(1)	Carrying out Permitted Activities without a Licence	10,000
12(1), 11(1)h	Carrying out activities of a different nature or category to that of the Permitted Activity	2,000
10(2)	Failure to comply with annual Licence renewal requirements	2,000
12(1), 11(1)d	Furnishing misleading or inaccurate information to the Authority	10,000
12(1), 11(1)e	Usage of facility without valid Lease	10,000
15	Failure to facilitate the exercise of power of the Authority to collect information and documentation	10,000
16	Failure to allow the investigator(s) to enter the registered office of or any business premises	10,000
17/2	Using a misleading trading name or carrying out the undesirable or misleading advertising or campaign activity despite the Authority's notice	5,000
18	Failure not to supply to the Authority, any changes of information contained in the Register	2,000

