

LLC

Includes Special Purpose Companies (SPCs), Holding Companies (HCs)
Single Family Offices (SFOs) & Investment Club

Application Form	Single Online Dynamic Application Form for Registration and Licence	
Application Fees	Application Fee	USD \$500 (except for Single Family Office, which is USD \$5,000)
	Annual Fee	USD \$5000 for Licenced Firms that are licenced to conduct a single business activity
		USD \$500 for Holding Companies, Special Purpose Companies
	An Applicant seeking to conduct two or more business activities must pay 50 USD per additional business activity	
Qualification Criteria	Below are the criteria typically considered for evaluating whether your proposed business operations are aligned with the QFC Permitted Activities, and it is considered that your entity will add strategic value to Qatar and the QFC	
	- Global presence - Global revenues - Global headcount - Presence in Qatar - Financial projections - Scope of activities under QFC - Funding source - Expected no. of employees	
Details you need to complete and provide within the Online Application Form		
Undertaking	Acceptance of Undertaking	
Details of Proposed QFC Entity	- Proposed activities/services within QFC - Proposed name in English and transliteration in Arabic - Registered office** (which must be in a QFC designated location) - Financial Year End - Shareholder details - Authorised Share Capital (no minimum) - Expected no. of employees (projections over 3 years) - 3 years’ financial projections - Funding source - Confirmation if entity will meet definition of Designated Non-Financial Business or Professional (DNFBP)	
Details of Incorporators and Officers	- Incorporators and Controllers (Individual/Corporate) (<i>shareholders for investment Clubs - Min.2 & Max. 15</i>) - Director(s) - Senior Executive Function - Designated Representative (<i>for SFO</i>) - Secretary - MLRO/DMLRO (<i>for DNFBP</i>)	

Minimum Document Requirements	- Ultimate Beneficial Ownership (UBO) - Annexure I and Annexure II must be provided - Articles of Association (<i>option to adopt QFC Standard Articles of Association or bespoke</i>)
	For Individuals: - Signed Declaration and Consent Form for Incorporator(s)/Director(s)/Senior Executive Function/ Secretary - CV or business profile, passport copy and/or Qatar ID for Incorporator(s)/Director(s)/Senior Executive Function/Secretary - A No Objection Certificate (NOC)/letter from the Qatari entity/sponsor for individuals currently under sponsorship in Qatar and/or any Incorporators who have an existing entity either through corporate ownership or branch in the State of Qatar
	For Corporates: - Signed Declaration and Consent Form - A copy of the Incorporator’s current Certificate of Incorporation or Registration in its place of origin - A copy of the constitutional document of the Incorporator (Note: Where the document above is not in the English language, this must be accompanied by a translation that is certified as a true and accurate translation of the document by a professional translator) - A copy of the Resolution of the board of directors (available within application form)
	If DNFBP: - Applicant’s AML manual in compliance with the QFCRA’s AML/CFTR Rules (Guidelines provided) - For MLRO and DMLRO: • CV detailing the individual’s AML/CFT experience and qualifications • Passport copy and/or Qatar ID copy - For other professionals: • Copy of current professional membership certificate - Additional documents may be required
Requirements to be Fulfilled Post Licensing	- Appointment of Auditor - Professional Indemnity Insurance (PII)*** - Additional specific requirements per Licensing Letter issued post registration

* For HoldCos, application fee is USD \$500 and annual fee is USD \$500

**SPCs and HCs can use SSP’s office, if within QFC

***PII is required for Professional Services firms. Information Technology and HR-firms may be exempted depending on the type of activity. HoldCos, SPCs and LLC(ICs) are not required to provide PII. In addition, firms conducting Management Operations and Company Head Quarters are not required to provide PII