

# LLC BRANCH / LLP BRANCH

<b>Application Form</b>	Single Online Dynamic Application Form for Registration and Licence
<b>Application Fees</b>	USD \$5000 Annual Fee USD \$5000 prorated for the first year
<b>Qualification Criteria</b>	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 <ul style="list-style-type: none"> <li>- Global presence</li> <li>- Global revenues</li> <li>- Global headcount</li> <li>- Presence in Qatar</li> <li>- Financial projections</li> <li>- Scope of activities under QFC</li> <li>- Funding source</li> <li>- Expected no. of employees</li> </ul>

## DETAILS YOU NEED TO COMPLETE AND PROVIDE WITHIN THE ONLINE APPLICATION FORM

<b>Undertaking</b>	Acceptance of Undertaking
<b>Details of Non-QFC Company</b>	<ul style="list-style-type: none"> <li>- Name of Non-QFC company</li> <li>- Registered number</li> <li>- Date of incorporation</li> <li>- Place of incorporation and registered address</li> <li>- Global presence</li> <li>- Global annual revenue</li> <li>- Global headcount</li> <li>- Activities/services offered by the non-QFC company</li> <li>- Presence in Qatar</li> </ul>
<b>Details of Proposed QFC Branch</b>	<ul style="list-style-type: none"> <li>- Proposed activities/services within QFC</li> <li>- Proposed name in English and transliteration in Arabic</li> <li>- Principal place of business (which must be in a QFC designated location)</li> <li>- Expected no. of employees (projections over 3 years)</li> <li>- 3 years' financial projections</li> <li>- Funding source</li> <li>- Confirmation if entity will meet definition of Designated Non-Financial Business or Professional (DNFBP)</li> </ul>
<b>Details of Incorporators and Officers</b>	<ul style="list-style-type: none"> <li>- Controller(s)*</li> <li>- Non-QFC Director(s)/Member(s) (Individual/Corporate)**</li> </ul>

\* In addition to the Parent Entity, the QFC Branch may appoint an Individual Controller

\*\* Non-QFC Director(s) must be individual(s)

- Senior Executive Function
- Principal Representative
- MLRO/DMLRO (for DNFBP)

## Minimum Document Requirements

Ultimate Beneficial Ownership (UBO) - Annexure I and Annexure II must be provided

### For Individuals:

- Signed Declaration and Consent Form for Controller(s)/Non-QFC Director(s)/Member(s)/Senior Executive Function/Principal Representative
- CV or business profile, passport copy and/or Qatar ID for Controller(s)/Non-QFC Director(s)/Member(s)/Senior Executive Function/Principal Representative
- 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
- Documentary evidence of financial strength, including but not limited to, the last two years' audited financial statements of the Non-QFC company/parent entity
- A certified copy of the Non-QFC Company's current certificate of incorporation or registration in its place of origin, or a document of similar effect
- A certified copy of the constitutional document of the Non-QFC Company i.e. articles of association, partnership deed or member's agreement, etc.  
*(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 certified copy of the Resolution of the Members of the Non-QFC Company (available within the online 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

- Professional Indemnity Insurance\*\*\*
- Additional specific requirements per Licensing Letter issued post registration

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PII is required for Professional services firms. Information Technology and HR are in some cases exempted depending on the type of activity. In addition, firms conducting Management Operations and Company Head Quarters are not required to provide PII