

BUSINESS ENTITIES REQUIRMENTS

Note:

- Non – Profit organization ,the client must register in the RACA system and provide us with the approved license .
- Professional establishment clients such as education , industry and legal consulting need license from the relevant authorities .
- Embassies must provide us with a letter of approval from the ministry of foreign affairs to open bank accounts, as well as a delegation letter from the embassy to notifying the ambassador and stating the instructions and power given to ambassador ,addition to ambassador's authorization card.
- Ultimate beneficiary owner's details (UBO) for shareholders & overseas partners .

To open a new Corporate account the requirement is:

1. Commercial Registration (Original for Verification)
2. Articles of Association (Original for Verification)
3. Ministry License (Original for Verification)
4. Computer Card (Original for Verification)
5. QID for all Qatari Partners/Signatories/Directors (Original for Verification)
6. QID & passports for all non-Qatari Partners/Signatories/Directors (Original for Verification)
7. Board Resolution signed by all partners, specifying signatories & instructions, attested by Chamber of Commerce or Ministry of Justice (e.g. signatories to open, operate, close & delegate for account with Doha Bank etc) (Original for Verification)
8. Tax Card (Original for Verification)
9. Company Stamp
10. Partner Co., Main Company C.R if applicable (Original for Verification)
11. Signing a new account opening form
12. Further documents may be required on review of these documents

To open a new account under QFC the requirement is:

1. QFC License (Original for Verification)
2. QFC Certificate (Original for Verification)
3. Commercial Registration extract (Original for Verification)
4. Articles of Association – Attested by QFC (Original for Verification)
5. Board Resolution-Attested by QFC (who authorized to open, close, operate the bank account) (Original for Verification)
6. QID for all Qatari Partners/Signatories/ Directors (Original for Verification)
7. QID & passports for all non-Qatari Partners/Signatories/ Directors (Original for Verification)
8. The Commercial Registration (CR) (Original for Verification)
9. Computer Card (Original for Verification)
10. Tax Card (Original for Verification)
11. In case the entity in Qatar is a branch-Commercial Registration/Articles of Association & POA/Board Resolution, Attested by Qatar Embassy In country of Incorporation & Ministry of Foreign Affairs Qatar (Original for Verification)
12. Signing a new account opening form
13. Further documents may be required on review of these documents

To open a new account under Free Zone Companies the requirement is:

1. Free Zone License (Original for Verification)
2. Commercial Registration extract (Original for Verification)
3. Free Zone Certificate (Original for Verification)
4. Articles of Association (Original for Verification)
5. Board Resolution specifying signatories to open, operate, close & delegate for account with Doha Bank, attested by Free Zone Authorities (Original for Verification)
6. QID for all Qatari Partners/Signatories/Directors (Original for Verification)

7. QID & passports for all non-Qatari Partners/Signatories/Directors (Original for Verification)
8. The Commercial Registration (CR) (Original for Verification)
9. Computer Card (Original for Verification)
10. Tax Card (Original for Verification)
11. In case the entity in Qatar is a branch-Commercial Registration/Articles of Association & POA/Board Resolution, Attested by Qatar Embassy In country of Incorporation & Ministry of Foreign Affairs Qatar (Original for Verification)
12. Certificate of Incumbency / Shareholders / Shareholders register (Original for Verification)
13. Signing a new account opening form
14. Further documents may be required on review of these documents

Business Entities:

- 1. Individual Company Limited Liability**
- 2. Establishment Company**
- 3. Private Shareholders Company**
- 4. Joint Ventures**
- 5. Public Limited Company**
- 6. Qatar Financial Center Businesses**
- 7. Government**
- 8. Government Institutions**
- 9. Semi Government Institutions**
- 10. Government Establishment Within Budget**
- 11. Government Establishment outside Budget**
- 12. Professionals**
- 13. Personal**
- 14. Outside Qatar-Private**
- 15. Outside Qatar-Public**
- 16. Organizations Under Aegis of Embassy**
- 17. International Companies**
- 18. Accounts of Heirs**
- 19. Exchange Companies**

Document Requirements for Corporate & SME Account Opening

Individual Company Limited Liability

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID
6. P.O.A. if signatories other than Owner
7. Tax Card

Establishment Company

1. Commercial Registration
2. Municipality License
3. Computer Card
4. QID

Private Shareholders Company (With Individuals as partners)

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Board Resolution Signed by all partners, specifying signatories & instructions, attested by Chamber of Commerce or Ministry of Justice
8. Tax Card

Private Shareholders Company (With companies as Shareholders)

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Board Resolution Signed by all partners, specifying signatories & instructions, attested by Chamber of Commerce or Ministry of Justice
8. Tax Card
9. Partner Co. Commercial Registrations & Board Resolutions of Shareholders companies (if partner co. is Qatari)
10. Commercial Registration/Articles of Association & POA/Board Resolution attested by Qatar Embassy in Country of Incorporation & Ministry of Foreign Affairs Qatar(if partner co. is foreign).

Joint Ventures-2 or more companies opening an a/c for a particular project without a common Commercial Registration

1. Same documents required as private shareholding companies for each joint venture partner.
2. Common Board Resolution signed by all partners/ Representatives specifying signatories & instructions, attested by Chamber of Commerce or Ministry of Justice
3. Project documents & Agreements attested by Chamber of Commerce or Ministry of Justice.

Public Limited Company

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Board Resolution Signed by authorized shareholders/ Chairman as per Articles of Association

Qatar Financial Center Businesses

1. QFC License
2. QFC Certificate
3. Commercial Registration Extract
4. Articles of Association-Attested by QFC
5. Board Resolution-Attested by QFC
6. QID for all Qatari Partners/Signatories
7. QID & Passports for all non- Qatari Partners/ Signatories
8. CR Extract
9. Computer Card
10. Tax Card
11. In Case the entity in Qatar is a branch-Commercial Registration/Articles of Association & POA/Board Resolution, Attested by Qatar Embassy In country of Incorporation & Ministry of Foreign Affairs Qatar.

Government

1. Mandate from Ministry of Finance to open account
2. Signature instructions with specimen signatures from Ministry of Finance
3. QID for all Qatari Partners/Signatories
4. QID & Passports for all non- Qatari Partners/ Signatories

Government Institutions

1. Approval from Ministry of Finance to open account
2. Letter from the institution to open a/c signed by the relevant authorities
3. Signature instructions with specimen signatures QID for all Qatari Partners/Signatories
4. QID & Passports for all non- Qatari Partners/ Signatories

Semi Government Institutions

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Board Resolution Signed by authorized shareholders/ Chairman as per Articles of

Government Establishment Within Budget

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Board Resolution Signed by authorized shareholders/ Chairman as per Articles of Association.

Government Establishment outside Budget

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Board Resolution Signed by authorized shareholders/ Chairman as per Articles of Association.

Professionals

1. Municipality License
2. Certificate
3. Computer Card
4. QID for all Qatari Partners/Signatories
5. QID & Passports for all non- Qatari Partners/ Signatories
6. Tax Card
7. Board Resolution Signed by all partners, specifying signatories & instructions, attested by Chamber of Commerce or Ministry of Justice

Personal

1. QID for all Qatari Partners/Signatories
2. QID & Passports for all non- Qatari Partners/ Signatories

Outside Qatar-Public

1. Board Resolution to open an account in Doha Bank Qatar; with details of account operating instructions& signatories attested by Qatar Embassy in country of origin & Ministry of Foreign Affairs Qatar
2. Attested Memorandum and Articles of Association of the company by the competent authority - which is the Qatar Embassy in the country of origin or the embassy of this country in the State of Qatar
3. Attested CR or registration documents of the company by the competent authority which is the Qatar Embassy in the country of origin or the embassy of this country in the State of Qatar
4. Latest 3 years audited financial statements for the companies
5. Documents confirming Source of funds is required
6. Purpose of opening account is required – Letter stating the reason for opening the account
7. Supporting documents representing authorized signatories to the account and authorized signatory list
8. Introduction/Credibility letter from a local bank
9. Passport copies for Directors, Partners, Beneficial Owners
10. All photocopies of the relevant documents to be verified with original documents and attested by the Qatar Embassy in the country of origin or the embassy of this country in the State of Qatar
11. Additionally, we require account statement for at least one year.

Outside Qatar-Private

1. Board Resolution to open an account in Doha Bank Qatar; with details of account operating instructions& signatories attested by Qatar Embassy in country of origin & Ministry of Foreign Affairs Qatar
2. Attested Memorandum and Articles of Association of the company by the competent authority - which is the Qatar Embassy in the country of origin or the embassy of this country in the State of Qatar
3. Attested CR or registration documents of the company by the competent authority which is the Qatar Embassy in the country of origin or the embassy of this country in the State of Qatar
4. Latest 3 years audited financial statements for the companies
5. Documents confirming Source of funds is required
6. Purpose of opening account is required – Letter stating the reason for opening the account
7. Supporting documents representing authorized signatories to the account and authorized signatory list
8. Introduction/Credibility letter from a local bank
9. Passport copies for Directors, Partners, Beneficial Owners
10. All photocopies of the relevant documents to be verified with original documents and attested by the Qatar Embassy in the country of origin or the embassy of this country in the State of Qatar
11. Additionally, we require account statement for at least one year.

Organizations Under Aegis of Embassy

1. Letter from Embassy
2. Board Resolution citing office bearers and signature instructions & instructions attested by Embassy
3. Passport & QID for all Office Bearers & Signatories

International Companies

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Tax Identification details
8. Partner Co. Commercial Registrations & Board Resolutions of Shareholders companies (if partner co. is Qatari)
9. Commercial Registration/Articles of Association & POA/Board Resolution specifying instructions to open, operate, close & delegate powers for Banks in Qatar attested by Qatar Embassy in Country of Incorporation & Ministry of Foreign Affairs Qatar.

Accounts of Heirs

1. Commercial Registration updated with the latest status
2. Death Certificate
3. Inventory of Heirs-Sharia Courts
4. P.O.A.

Exchange Companies

1. Commercial Registration
2. Articles of Association
3. Municipality License
4. Computer Card
5. QID for all Qatari Partners/Signatories
6. QID & Passports for all non- Qatari Partners/ Signatories
7. Board Resolution Signed by all partners, specifying signatories & instructions, attested by Chamber of Commerce or Ministry of Justice
8. Tax Card
9. Partner Co. Commercial Registrations & Board Resolutions of Shareholders companies (if partner co. is Qatari)
10. Exchange License from QCB
11. Municipality License Issued Date
12. Municipality License Expiry Date
13. Computer Card No.
14. Computer Card Issued Date
15. Computer Card Expiry Date
16. QID details of one Partner
17. QID No. of all signatories

Documents held only as Hard Copy

1. Articles of Association
2. Passport

Document required to open sub accounts:

1. Letter from company requesting to open sub accounts citing the reasons.
2. Signature instructions to be specified
3. Sub accounts will opened on recommendations from Account Officer/Relationship Managers
4. Documents will be forwarded to Branch Manager for Final Approval.

Holding Company/ Group Company

In case of holding co. or group company only the documents of the main co. will be required.