

• • • • Initial Application Guidelines

Dated 10 December14

1. Introduction

The purpose of this document is to provide guidance to prospective tenants of Qatar Science & Technology Park (QSTP) in their preparation of an Initial Application for tenancy.

An Initial Application is a free-text document; there is no template to be completed. Applications are generally prepared in an interactive manner with QSTP management. Typically the applicant will submit a first draft, which QSTP will then comment on and suggest further clarifications.

2. Overall Guidelines

An Initial Application is used to describe to QSTP management the activities that the applicant will undertake at QSTP, and the nature of its operating entity. The purpose of the application is to allow QSTP to determine whether the applicant would be a suitable tenant and to allow advance planning for the tenant's entry.

The key principle to be kept in mind when preparing an Initial Application is that it must clearly demonstrate that the applicant satisfies QSTP's Entry Criteria & Permitted Uses (ECPU). It is suggested that the applicant become familiar with the ECPU document before starting to prepare an application. In brief, the ECPU requires that a tenant's predominant activity must relate to the development or transfer of technology.

3. Qualitative Information

The Initial Application is to provide the information listed below, which includes both general information about the entity and specific details about each of its intended Activities at QSTP.

Make sure to include *all* intended Activities at QSTP, including both "technology development" Activities (such as R&D and training) and "commercial" Activities (such as professional services, marketing and administration). Note that if an Activity is not listed in the application, the applicant will not be legally permitted to undertake it.

General information

- Brief background on applicant organisation
- Vision and objectives of the entity being established at QSTP
- Implementation strategy (eg. project management, interim location, timing)
- Type of entity sought (ie. Branch or Company)
- Intended ownership arrangements
- The company's existing representation and commercial operations in Qatar, and how they would be affected by the establishment of a presence at QSTP

- Desired total space and intended layout
- Desired lease term

Information for each Activity

- Overall description
- Description of the technology being addressed
- Collaborations or relationships with other organisations
- Is the activity revenue generating?
- Key intended markets
- Major equipment to be installed and any special architectural requirements

4. Quantitative Information

The Initial Application requires the applicant to not only specify all Activities it intends to undertake, but also provide quantifiable data for measuring the size of those Activities. This is necessary for QSTP to ensure that the applicant satisfies, and continues to satisfy, the ECPU.

The Initial Application is to include the table below. Please complete as many of the columns as possible. Alternative ways of measuring the Activities (ie. additional columns) may be proposed.

The applicant should include two versions of the table:

- one for its first 12 months of tenancy at QSTP
- one three to four years in the future to illustrate its ultimate plan.

	Investment	Floor space	Employees	Trainees
Activity 1				
Activity 2				
Activity 3				
...				
Total				