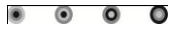


## Executive Guide to Free Zone Licensing

Dated 1 July 2014

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## 1. Introduction

This Executive Guide provides an overview of the process and benefits of being a licensed tenant of Qatar Science & Technology Park (QSTP).



## 2. Documents and Authorities

QSTP Licenses are created by provisions contained in three documents:

- Qatar Science & Technology Park Free Zone Regulations (the “Regulations”)
- Law issued by the State of Qatar, attached to the Regulations
- Entry Criteria and Permitted Uses (“ECPU”) of QSTP, attached to the Regulations

The licensing process is conducted exclusively through Qatar Foundation for Education, Science and Community Development (“QSTP Management”).

## 3. Benefits of QSTP Licensing

The Free Zone law provides QSTP tenants with the following benefits:

- Easy establishment of companies or branches
- 100% foreign ownership allowed
- No corporation tax
- Repatriation of profits
- Duty-free import and export of goods and capital equipment.

## 4. Key Requirements

The Regulations require compliance by the QSTP tenants with, among other things:

- ECPU of QSTP, including verification by QSTP Management to confirm compliance
- Naming conventions and consistent usage of name in contracts and communications
- Governance requirements (in the case of a limited liability company or branch established under the Regulations)
- Financial obligations of the License and the Lease

## 5. Process for QSTP Licensing

A summary of the licensing process is as follows.

1. Choose the appropriate category of license:

<i>Category</i>	<i>Intended For</i>	<i>Vehicle</i>	<i>Free Zone Benefits</i>
(1) License	Standard QSTP tenants  E.g. A company undertaking research or commercialisation	Entity must be either:  A limited liability company established under Schedule A of the Regulations; or  A branch of a foreign company registered under the Regulations	All Free Zone benefits
(2) Restricted License	Organisations that do not qualify for a type (1) License because of their vehicle type  E.g. An individual	As approved by QSTP Management	Certain Free Zone benefits designated by QSTP Management
(3) Service License	Service providers to QSTP tenants,  E.g. A catering firm	As approved by QSTP Management	None

2. File an Initial Application for the desired license with QSTP Management
3. If a type (1) License is sought: Choose vehicle type (company or branch) and file the application with QSTP Management
4. File an Application for the desired license with QSTP Management
5. Sign a Lease with QSTP Management.

Prospective licensees enjoy a single primary point of contact in the licensing process. At all stages they will interface with QSTP Management.

On the following pages are:

- A table showing complete implementation of the above process, and references to relevant sections of the Regulations
- A flowchart of the above process

<b><i>Licensing process and references to sections of the Regulations</i></b>	<b><i>LICENSEE (COMPANY)</i></b>	<b><i>LICENSEE (BRANCH)</i></b>	<b><i>RESTRICTED LICENSEE</i></b>	<b><i>SERVICE LICENSEE</i></b>
STEP 1 Submit Initial Application to QSTP Management	Sec. 3.1.1	Sec. 3.1.1	Sec. 3.1.1	Sec. 3.1.1
STEP 2 QSTP Management approves or disapproves Initial Application	Sec. 3.1.2	Sec. 3.1.2	Sec. 3.1.2	Sec. 3.1.2
STEP 3 Upon approval of Initial Application, submit application to either incorporate Company or register Branch	Sec. 2.1 Sec. 2.2 Schedule A	Sec. 2.1 Sec. 2.3	Not applicable	Not applicable
STEP 4 QSTP Management approves or disapproves application to either incorporate Company or register Branch	Schedule A	Sec. 2.3.3	Not applicable	Not applicable
STEP 5 If QSTP Management approves application to incorporate a Company, QSTP Management issues a certificate of incorporation and adds Company to Company Listing	Schedule A	Not applicable	Not applicable	Not applicable
STEP 6 If QSTP Management approves application to register a Branch, QSTP Management issues a certificate of registration and adds Branch to Branch Listing	Not applicable	Sec. 2.3.3 Sec. 2.3.5	Not applicable	Not applicable
STEP 7 Submit Application for License, Restricted License or Service License	Sec. 3.1.2 Sec. 3.2 Sec. 3.3	Sec. 3.1.2 Sec. 3.2 Sec. 3.3	Sec. 3.1.2 Sec. 3.2 Sec. 3.3	Sec. 3.1.2 Sec. 3.2 Sec. 3.3
STEP 8 QSTP Management approves or disapproves Application for License, Restricted License or Service License	Sec. 3.4.1	Sec. 3.4.1	Sec. 3.4.1	Sec. 3.4.1
STEP 9 QSTP Management adds Licensee, Restricted Licensee or Service Licensee to Register	Sec. 3.7.1	Sec. 3.7.1	Sec. 3.7.1	Sec. 3.7.1
STEP 10 Licensee, Restricted Licensee or Service Licensee enters into Lease with QSTP Management				

# Process for licensing & leasing

