



وِزَارَةُ الْعَدْلِ

MINISTRY OF JUSTICE

Documentation Department Services Guide



3rd Edition - 2021



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Documentation Department Services Guide





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INTRODUCTION

This Manual contains a description, explanation, and requirements for the legal and electronic services of the Department of Documentation that can be delivered through the «SAK» portal, which in turn aims to deliver the services efficiently, high quality, quickly, and with simpler procedures, which help us to become a pioneer institution in the field of the provision of the legal services, and also empower us to effectively contribute to the establishment of an outstanding legal system through the delivery of electronic services via various platforms. (Comprehensive Employee, Electronic Portal or through mobile applications), where the services are delivered in accordance with the best and highest international standards. The services are being updated periodically to include all types of department of Documentation services in the future.



Service Delivery Centers

Services are provided to applicants through the Ministry of Justice branches and external offices that are geographically spread across the State, which are operated on morning and evening shifts..

Documentation Department Transactions

Requirements, Postulates, and Parameters:

Persons are subdivided into the following two sections:

- ▲ Natural Person: required to provide proof of identity and legal capacity.
- ▲ Legal Person (incorporeal): required to provide a commercial registration, establishment card, trade license and proof of identity for those who have the right and power to sign.
- ▲ All documents of the foreign legal person must be attested.
- ▲ Transactions carried out upon a power of attorney: ensuring the validity of power of attorney at the time of documentation, and the power of attorney must include the capacity to sign.
- ▲ Power of Attorneys granted by foreign entities must be attested and issued by a competent authority.

- ▲ Proof of Identity: all documents that prove the identity and the legal capacity of a service applicant, including ID, Passport. Etc.
- ▲ Transactions of transferring ownership or liabilities of the minor must be approved by the Minor's Affairs.

Description of «SAK» Services

We provide a brief description of «SAK» System electronic services, service terms, and the required documents for each service.





DOCUMENTATION'S SERVICES

DESCRIPTION, REQUIREMENTS, AND DOCUMENTS







PROOF OF DATE





Proof of Date

Description of the Service

Certificate of proof of date for customary documents submitted for proving the date thereof by placing a dated stamp thereon, after registering that in special registries.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Certificate of Proof of Date

Description of the Service

Issuing certificates of proof of date from records.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the document subject of the proof of date transaction.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.





ATTESTATIONS





Attestation of Contract Agreement

Description of the Service

A contract regulating a legal agreement concluded between specific parties to carry a work for compensation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).

Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals / Others).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Subcontract Agreement

Description of the Service

A contract regulating a legal agreement concluded between two parties upon a previously concluded attested contract to carry out subcontract work for compensation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals /Others).
- ▲ A copy of the pre-concluded attested contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Vehicle Lease Contract

Description of the Service

A contract regulating a legal agreement concluded between two parties to lease and use a vehicle for compensation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals / Others).
- ▲ A valid vehicle registration.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Industrial Establishment Sublease Contract

Description of the Service

A contract regulating a legal agreement concluded between two parties to sublease an industrial Establishment after approval is being obtained from the competent authority.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A copy of the A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals / Others).
- ▲ Copy of lease contract from the municipality.
- ▲ Approval of sublease.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Supply Contract

Description of the Service ▲

A contract regulating a legal agreement of goods and items supply, providing and supplying by the supplier to the customer for compensation.

Documents, Requirements and Terms of Service ▲

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals / Others).

Service charges ▲

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Contracting Agreement

Description of the Service

A contract regulating a legal agreement concluded between two parties whereby a contractor undertakes to carry out work for an employer for compensation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Subcontracting Agreement

Description of the Service

A subcontract regulating a legal agreement concluded between two parties (Legal Persons) whereby a subcontractor undertakes to carry out work for the main contractor for compensation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).
- ▲ A copy of the pre-concluded attested contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Authentication of Certificate Issued from Attested Records

Description of the Service

A document issued by legal persons (Authority/ Institution / Company) on which discussions, resolutions, and recommendations issued are written down.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Reconciliation and Waiver Contract Agreement

Description of the Service

A contract regulating an agreement concluded between specific parties on reconciliation regarding a specific issue and waiving one of the rights thereof to settle the dispute.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Authentication of Opening & Operating Bank Account

Description of the Service

A certificate to be obtained to prove the existence of a previous document attested by the Department. Such a certificate shall serve as the original document.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of a Certificate to Whom It May Concern

Description of the Service ▲

A certificate issued to certain entities submitted by concerned persons for different purposes.

Documents, Requirements and Terms of Service ▲

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).

Service charges ▲

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Authentication of a Contract Termination

Description of the Service

Attestation of signatures of the concerned persons to open, withdraw from, deposit in, and operate the bank account with all banking and financing institutions.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Signature of Third Parties

Description of the Service

A certificate issued to certain entities to attest signatures of the concerned persons.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of a Contract Termination

Description of the Service

Nullification of a contract regulating a pre-concluded agreement between two parties to fulfill certain obligations, expiry of a contract due to completion of works, or any other reason whatsoever, as the contract exists and was previously attested by the Department.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minor Affairs / Approvals).
- ▲ A copy of the pre-concluded attested contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of a Property Lease Agreement

Description of the Service ▲

A legal contract agreement regulating the relationship between lessor and lessee to lease a rented property (vacant land / and places that are excluded from the application of Law No. (4) of 2008 on Property Lease by Article No. (2).

Documents, Requirements and Terms of Service ▲

- ▲ Proof of Identity for Natural Persons (Copy of Identification Card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Persons)
- ▲ Copy of a Valid Power of Attorney, in case the signature on the documents was as per a Power of Attorney such power of attorney shall be (valid).
- ▲ Other Documents (Determination of Heirs / Letter of Minor Affairs).
- ▲ Property Title Deed (Ownership Deeds, Certificate of Possession, or Others).

Service charges ▲

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



**TRANSACTIONS OF RIGHTS RESTRICTING THE
TRANSFER OF OWNERSHIP ACTS.**







DOCUMENTATION OF MORTGAGE CONTRACTS





Documentation of a Marine land Mortgage Contract

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage the utilization of marine land for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A certificate of possession of the marine land.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of Shares in the Stock Market

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage shares in the stock market for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A certificate of possession of the shares.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of shares of a Joint-Stock Companies

Description of the Service ▲

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor and Mortgagee) to mortgage shares of joint-stock companies (public/private) for a specific amount of money.

Documents, Requirements and Terms of Service ▲

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A certificate of possession of the shares.

Service charges ▲

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of Machinery, Equipment, and Devices

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage machinery, equipment, or devices for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ The title deed of machinery, equipment, and devices.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of Shares

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to Mortgage specific shares of a commercial registration for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of the Mortgage Contract of Vessel

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage a vessel for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ The title deed of the vessel free from any impediments.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of a Corporate/Institution

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage (a corporate/institution/commercial registration) for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of Vehicle

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage a vehicle for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs/approvals).
- ▲ The Vehicle Registration free from any impediments.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of a Farm

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage the utility of a farm.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Certificate of Possession of the Farm.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of a factory/ Industrial Registration/Industrial License

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage the factory for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ The Title Deeds of the Factory.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of Industrial Establishment / Usufructuary Rights of Industrial Establishment Land from Municipality

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor and Mortgagee) to mortgage the utility of an industrial establishment/ usufructuary rights of an establishment land from the municipality for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the municipality lease contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of a Trade License

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage a trade license for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Trade license's ownership documents.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of Share of a Trade license

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage shares of trade license for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Trade license's ownership documents.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of bonds and deeds

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage particular assets and bonds for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate/Letter of Minors Affairs/Approvals of assets and bonds ownership).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Mortgage Contract of an Account

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage a specific account, including the assets thereof for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Proof of account assets.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of a Mortgage Contract

Description of the Service

A legal contract regulating an agreement between two parties (Mortgagor & Mortgagee) to mortgage a specific object for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A copy of the A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Attestation of Mortgage Redemption Contract

Description of the Service

A legal contract regulating an agreement between two parties. on the removal of the Restrictions of disposition, and Redemption of Mortgage of a previously documented Mortgage Contract.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the previously documented mortgage contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



OWNERSHIP TRANSFER TRANSACTIONS

ATTESTATION OF SALES CONTRACTS





Documentation of a Maritime Land Sale Contract

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell the usufructuary rights of Maritime land for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Certificate of Maritime land usufruct possession.
- ▲ Approval on sale of usufruct from Ministry of Municipality and Environment.
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of a Sale Contract of Joint-Stock Companies Shares

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell shares of joint-stock companies for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Title Deed of the Shares.
- ▲ Approvals from competent authorities if the transfer of shares requires obtaining approvals.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of Machinery, Equipment, and Device

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell machinery, equipment, and devices for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ A copy of the ownership statement of the serial numbers of machinery, equipment, and devices.
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of Vessel

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell a vessel for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Copy of the vessel title deed.
- ▲ Approval from the Ministry of Transport for transfer.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of Vehicle

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell a vehicle for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Vehicle registration.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of a Farm

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell utility of a farm for a specific amount of money, after getting the approval from the competent authority.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Possession card/certificate of the farm.
- ▲ Approval letter from Ministry of Municipality and Environment for Waiver of Utility.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of Factory/ Industrial Register/Industrial License

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell a factory for a specific amount of money for the seller, after getting the approval obtained from the competent authority.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Approval of Ministry of Energy and Industry for transfer of ownership.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of Industrial Establishment / Usufructuary Rights of Industrial Establishment Land From the Municipality

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell an industrial Establishment usufruct for a specific amount of money, after obtaining the approval from the competent authority.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Approval Letter from Ministry of Municipality and Environment.
- ▲ A copy of the municipality lease agreement.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of Shares of Corporate/Institution

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell the shares in the commercial registration for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Approvals from Ministry of Economy and Trade, Ministry of Labor, and Ministry of Finance (Tax Authority).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of the Sale Contract of Corporate / Institution

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell all shares of the commercial registration for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Approvals from Ministry of Economy and Trade, Ministry of Labor, and Ministry of Finance (Tax Authority).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Sale Contract of a Commercial License

Description of the Service

A legal contract regulating an agreement between two parties (seller and buyer) regarding the sale of a Trade license (such as Engineering Consultation) for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Copy of Identification Card / Passport)
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Persons).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ License Title proof.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of a Sale Contract

Description of the Service

A legal contract regulating an agreement between two parties (Seller / Buyer) to sell a specific object for a specific amount of money.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
 - ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
 - ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.





DOCUMENTATION OF POWERS OF ATTORNEY



Documentation of an Official Special Power of Attorney for a Vehicle

Description of the Service

A contract whereby the agent shall carry out a legal action regarding a certain vehicle/s regarding the business management, dispositions, and restricted rights.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ A copy of vehicle registration.
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of an Official Special Power of Attorney for a Real Estate

Description of the Service

A contract whereby the agent shall carry out a legal action regarding a certain property/ real estate property concerning business management, dispositions, and restricted rights.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals)
- ▲ A copy of the real estate title deed.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of a Special Power of Attorney to Report Bounced Cheques

Description of the Service

A contract whereby the agent shall carry out legal action regarding cheques including dealing with criminal authorities concerning cheques reports.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Copies of the Cheques.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for (Passport/Residence Permit)

Description of the Service

A contract whereby the agent shall carry out a legal action regarding the procedures of the issuance or renewal of a passport or a residence permit as well as all related actions thereto.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Any other Documents.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney before Rental Disputes Settlements Committee

Description of the Service

Description of the Service

A contract whereby the agent shall carry out legal action, to represent the principal before the Rental Dispute Settlements Committee regarding a particular rental dispute related to a specific real estate.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Any other Documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the Real Estate Title Deed / Lease contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a General Power of Attorney in Cases

Description of the Service

A contract whereby the agent shall carry out a legal action to represent the principal before all judicial bodies. This power of attorney shall be granted to a lawyer or one of the relatives up to the fourth degree.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
Any other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney to Manage a Corporate/Institution

Description of the Service

A contract whereby the agent shall carry out a legal action to carry out all managerial works or actions related to a legal person.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Any other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Receiving Financial Entitlements

Description of the Service

A contract whereby the agent shall carry out a legal action to receive certain financial entitlements from a specific entity.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Any other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Shares

Description of the Service

A contract whereby the agent shall carry out a legal action regarding specific shares including business management, actions, or restricted rights.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ The title deed of shares.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Police Report

Description of the Service

A contract whereby the agent shall carry out a legal action regarding representing the principal before public prosecution, police, and criminal and competent investigation bodies regarding a specific report.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Clearance of Governmental Bodies Transactions

Description of the Service

A contract whereby the agent shall carry out a legal action before governmental bodies to clear all related transactions and relevant actions thereto.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for One Judicial Case

Description of the Service

A contract whereby the agent shall carry out a legal action regarding representing the principal before all judicial bodies in one case. This power of attorney shall be granted to a lawyer or one of the relatives up to the fourth degree.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Registration of a Trademark

Description of the Service

A contract whereby the agent shall carry out legal action regarding registration of a trademark and all related issues as well as dealing with competent authorities.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Industrial Establishment

Description of the Service

A contract whereby the agent shall carry out a legal action regarding the industrial Establishment including business management, dispositions, or restricted rights, as well as all related actions thereto.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the Municipality Lease agreement.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy



Documentation of a Special Power of Attorney for Customs Clearance

Description of the Service

A contract whereby the agent shall carry out actions related to customs clearance and representation of the principal before customs authorities, ports, and finalize all procedures related thereto..

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Any other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a General Power of Attorney

Description of the Service

A contract whereby the agent shall carry out extensive legal action regarding the business management, dispositions, restricted rights, and representation before different bodies and other businesses.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Any other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney

Description of the Service ▲

A contract whereby the agent shall carry out a specific legal action.

Documents, Requirements and Terms of Service ▲

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges ▲

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Banking Services

Description of the Service

A contract whereby the agent shall carry out a legal action in which the scope work includes banks, in terms of bank accounts and related transactions thereto such as depositing in, withdrawing from, managing the account, and others.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Any other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Marriage

Description of the Service

A contract whereby an agent shall carry out a specific legal action concerning marriage procedures.

Documents, Requirements and Terms of Service

- ▲ Proof of Identity for Natural Persons (Copy of Identification Card / Passport).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Divorce

Description of the Service

A contract whereby an agent shall carry out a special legal action limited to divorce procedures.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Copy of Identification Card / Passport).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Documentation of a Special Power of Attorney for Machinery, Equipment, and Devices

Description of the Service

A contract whereby the agent shall carry out legal action, the scope of which is within machinery, equipment and devices including management and dispositions actions.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Copy of A statement of the numbers and registration card machinery, equipment, and devices.
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for Any additional copy.



Revoking a Power of Attorney

Description of the Service

The principal revokes or suspends the powers granted to an agent under previously documented power of attorney.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Power of attorney to be revoked.
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies
- ▲ QR 50 for Any additional copy.



Revoking a Partial Power of Attorney

Description of the Service

Some principals revoke or suspend the powers granted under previously documented power of attorney.

Documents, Requirements and Terms of Service

- ▲ Proof of identity of a natural person (ID card/passport).
- ▲ The commercial registration, establishment registration card, and valid trade license (a legal person).
- ▲ If the signature on the document is based on a power of attorney, it must be (valid).
- ▲ Other documents (determination of heirs/letter of minors' affairs/approvals).
- ▲ The documented power of attorney to be canceled.

Service charges

- ▲ QR 100 for 3 copies
- ▲ QR 50 for Any additional copy.



Documentation of a Relinquishment

Description of the Service

The agent relinquishes the Execution of the assigned legal actions.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ The Power of attorney to be relinquished.

Service charges

- ▲ QR 100 for 3 copies.





DOCUMENTATION OF OTHER TRANSACTIONS





Documentation of reconciliation contract

Description of the Service

The contract regulating a legal agreement between specific parties to reconcile on a specific subject for compensation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the police report or the lawsuit.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of a Right Transfer Contract

Description of the Service

A legal contract regulating an agreement between two parties, whereby the creditor may assign to a third party the right owed to him by a debtor.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ The title deed, If the assigned right is related to a real estate.
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of a Debt Transfer Contract

Description of the Service

A legal contract regulating an agreement between two parties, whereby the debtor may assign debt from the debtor's liability to the assignee's liability after the assignee's approval.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of a Debt Rescheduling Contract

Description of the Service

A legal contract regulating agreement concluded between creditor and debtor to reschedule a previously concluded debt contract between both parties to change the maturity date and due amount.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the Previous Contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of a Debt Repayment Contract

Description of the Service

A legal contract regulating agreement between parties, whereby a debtor repays and settles a debt.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the previous contract.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Authenticating the Amendment of Articles of Incorporation

Description of the Service

A legal contract whereby two or more natural or legal persons shall contribute to a profit-aimed business by providing a share of money or work, and share or bear whatever resulted from this business whether profit or loss.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Approval of the Companies Control Department.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of the Amendment of Articles of Incorporation

Description of the Service

A legal contract contains one of the amending items on the Articles of Incorporation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Copy of the articles of incorporation.
- ▲ Approval of the Companies Control Department.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Annexure to the Articles of Incorporation

Description of the Service

A legal contract contains one of the items that are not included in the Articles of Incorporation.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ A copy of the Articles of Incorporation.
- ▲ Approval of the Companies Control Department.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for any additional copy.



Documentation of Company Articles of Association

Description of the Service

A contract regulating an agreement concluded between parties to establish public or private joint-stock companies.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for Any additional copy.



Documentation of Amendment of the Articles of Association

Description of the Service

A contract contains Articles amending the Articles of Association.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ Approval of the Companies Control Department.
- ▲ A copy of the previous attested articles of association.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for Any additional copy.



Documentation of Transferable Usufruct Contract

Description of the Service

A legal contract regulating an agreement between two parties Usufructuary and Owner of Usufruct in rem right, regarding utilization and usage of something belonging to a third party.

Documents, Requirements and Terms of Service

- ▲ Proof of Identity for Natural Persons (Copy of Identification Card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Persons).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for each party.
- ▲ QR 50 for Any additional copy.



Documentation of a Pledge

Description of the Service

A legal acknowledgment that includes the consent to be bound to accept or refrain from carrying out specific work for the interest of a third party.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of an Acknowledgment

Description of the Service

An acknowledgment of a specific legal incident, to establish the legal right acknowledged thereof.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of the Acknowledgment of Mortgage of Shares

Description of the Service

A confirmation by the Mortgagor that he has mortgaged specific shares owned by him to a specific mortgagee entity.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Person).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).
- ▲ The title deed of shares.

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of the Acceptance and Deposit of a Will

Description of the Service

Attestation of the signature of the testator and the deposition of the will and the rest of other dispositions added after death.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Identification card / Passport).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of Contracts of Institutions of Public Interest

Description of the Service

Articles of Association Contract concluded by one or more natural or legal persons for an institution that aims to serve the Public Interest.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Copy of Identification Card /Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Persons).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Acceptance of Depositing Documents Attested by Foreign Authorities

Description of the Service

Acceptance of depositing documents attested by foreign competent authorities and record them in the registers.

Documents, Requirements and Terms of Service

- ▲ Proof of Identity for Natural Persons (Copy of Identification Card Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Persons).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents (Determination of heirs certificate /Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of Notification of a right Assignment

Description of the Service

A Notification and disclosure of regulating legal agreement between creditor and debtor.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Copy of Identification Card / Passport).
- ▲ Copy of A valid commercial registration, establishment card, and trade license (For the Legal Persons).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents (Determination of heirs certificate / Letter of Minors Affairs / Approvals).

Service charges

- ▲ QR 100 for 3 copies.
- ▲ QR 50 for any additional copy.



Documentation of an Authorization

Description of the Service

A contract whereby the Authorizer grants certain powers and authorities related to a specific legal action following specified procedures.

Documents, Requirements and Terms of Service

- ▲ Proof of identity for the natural person (Copy of Identification Card / Passport).
- ▲ A valid commercial registration, establishment card, and trade license (For the Legal Persons).
- ▲ If signing the documents done under a Power of Attorney, (then the POA must be valid).
- ▲ Other Documents (Determination of heirs certificate / Letter of Minor Affairs /Approvals).

Service charges

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