Intellectual Property Rights Protection Department

وزارة التجـــــــارة والصناعـــــــة
Ministry of Commerce and Industry
State of Qatar • دولـــة قطـــر

moci.gov.qa

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1. Releases

Version Number	Release Date	Modifications	Prepared By	Reviewed By	Approved By
1.0	19/01/2026	First Release of document	Diyar Middle East		

2. Purpose of the document

This document aims to provide a comprehensive guideline for users of the Digital Platform Services of the Ministry of Commerce and Industry in the State of Qatar, enabling them to benefit from the Services of the Intellectual Property Rights Protection Department.

The document also outlines the procedures for applying for the available services and clarifies the requirements and conditions that must be fulfilled to ensure that the application process proceeds successfully and in accordance with the approved regulatory frameworks.

3. Scope of the Document

This guide covers the following:

1. The steps for accessing Intellectual Property Rights Protection Services.
2. The procedures for submitting service applications.
3. An explanation of the user interfaces and instructions on how to navigate and use them effectively.

4. Logging into the Unified System Platform

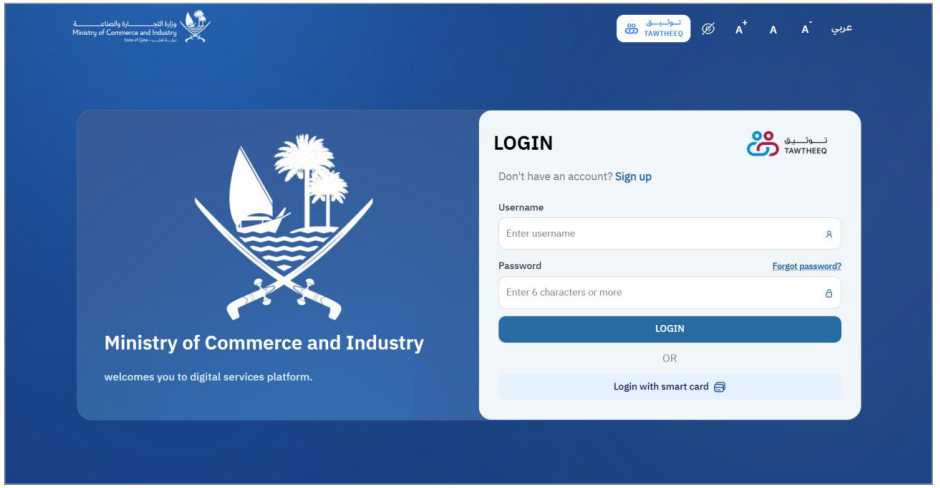
To access this service and submit a request, please follow the steps below:

1. Visit the official link for the Digital Platform Services of the Ministry of Commerce and Industry:

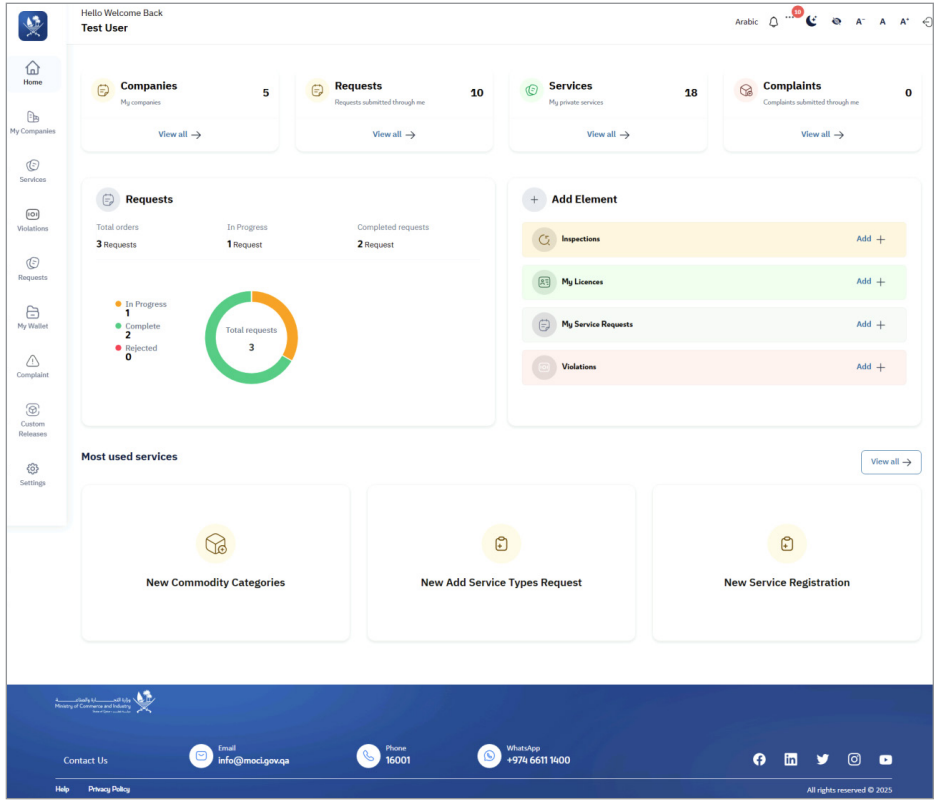
   https://ucs.moci.gov.qa/

   You will be directed to the login page, where you must sign in through the National Authentication System (Tawtheeq).

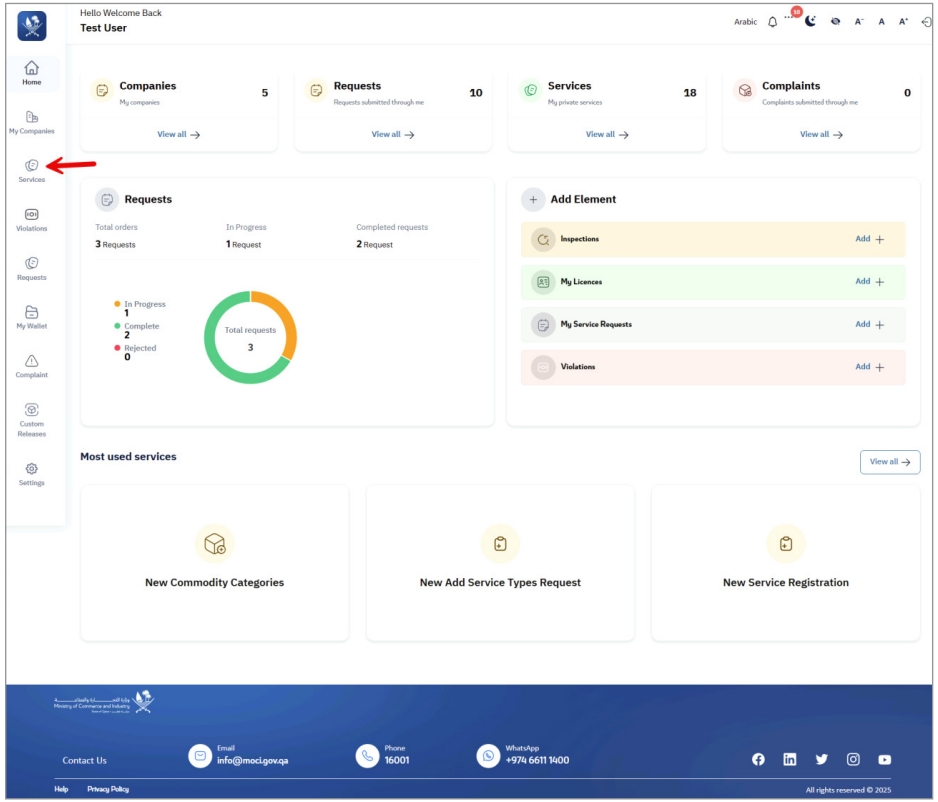
2. Select the authentication method: Two login options are available:
   - Login using username and password:
     - Enter your username in the designated field.
     - Enter your password in the designated field.
     - Verify that you are not a robot by completing the “Captcha” check.
     - Click on the “Continue” button.
   - Login using the smart card:
     - Click on “Login with Smart Card.”
     - Ensure that the smart card is properly connected to your device, then follow the on-screen instructions.



3. After successfully logging in, the user will be directed to the main page of the platform, using their personal account.

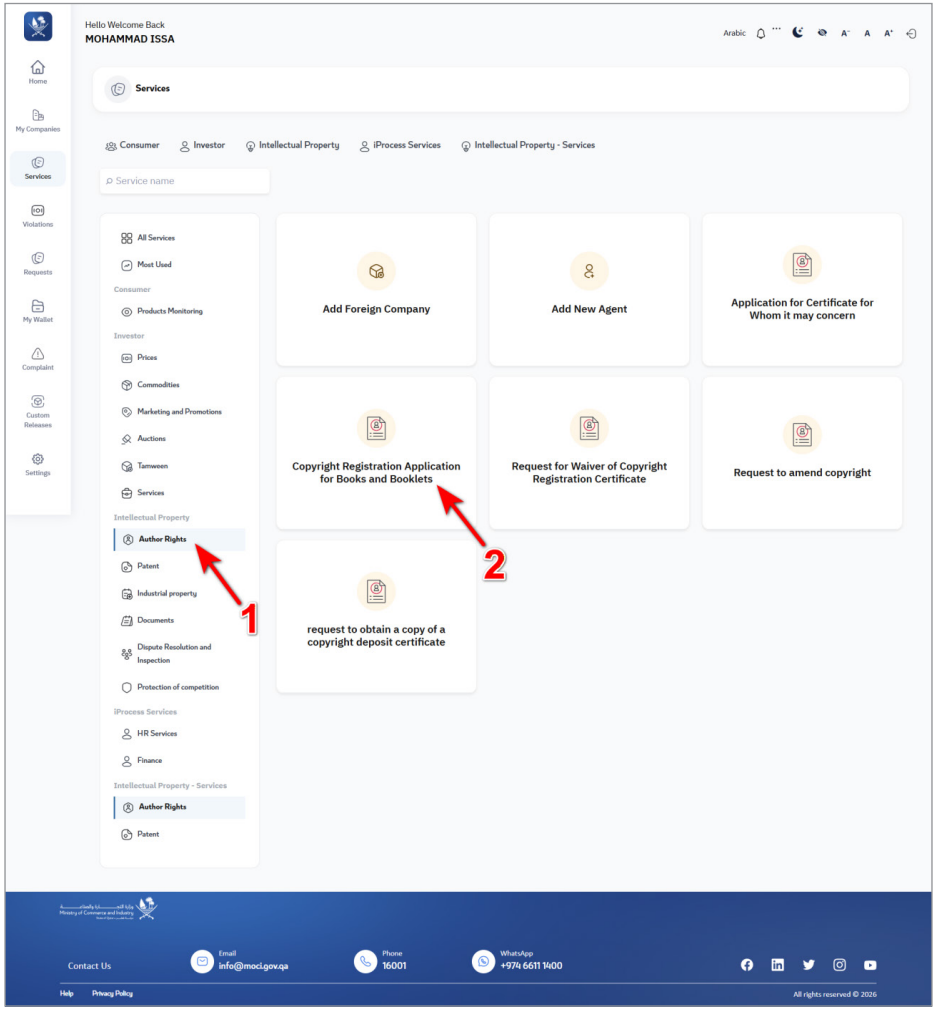


4. To submit service requests, the user must click on the “Services” button. The system will then display a page containing all available services.

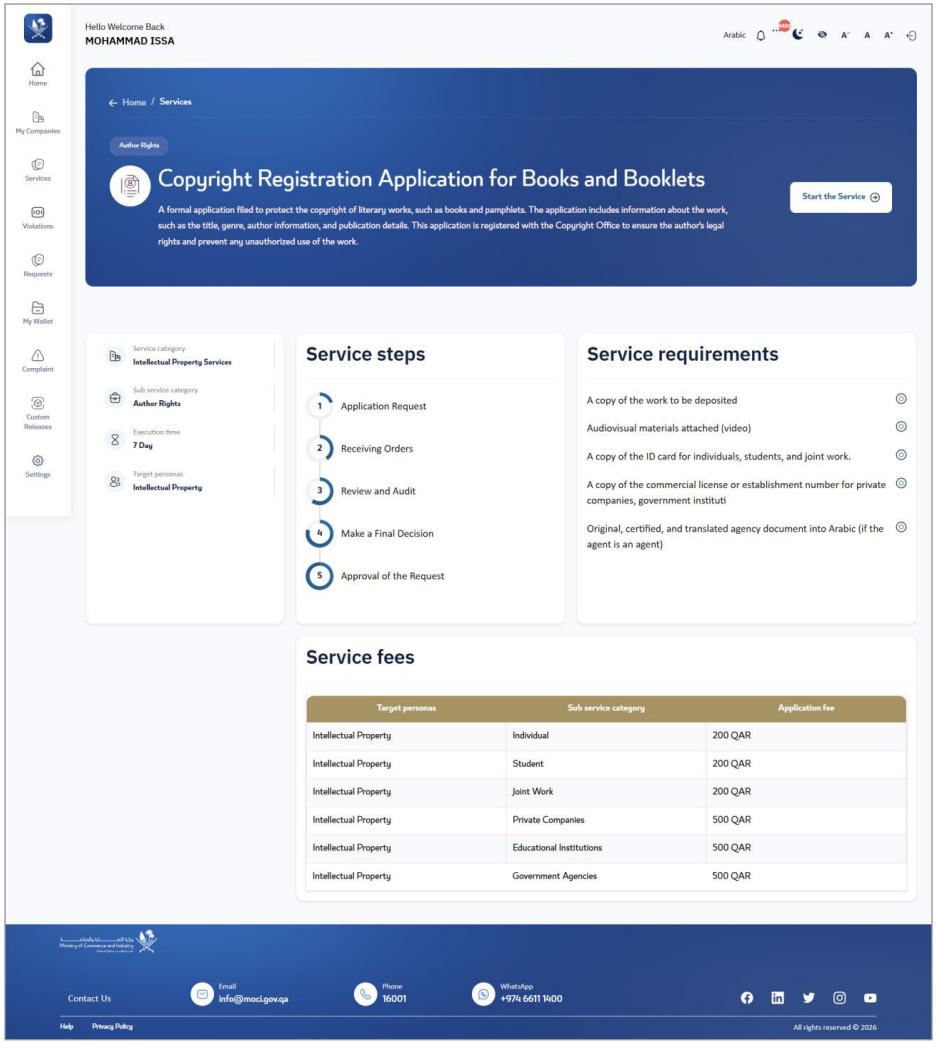


5. Steps to Submit a Request to "Copyright Registration Application for Books and Booklets"

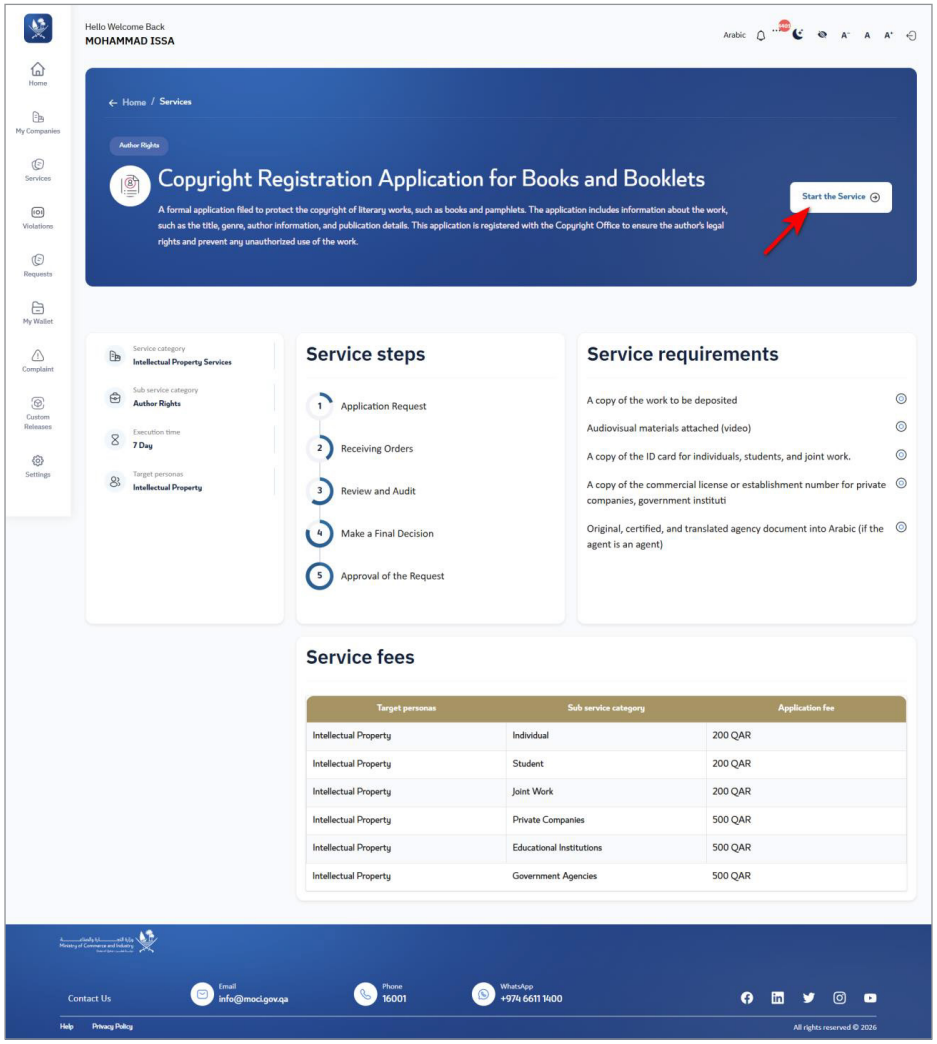
1. From the search and filter section of the electronic services page, the user must select the "Author Rights" category under "Intellectual Property" services The system will then display the list of services available to the user.
2. The user must then click on the "Copyright Registration Application for Books and Booklets" service.

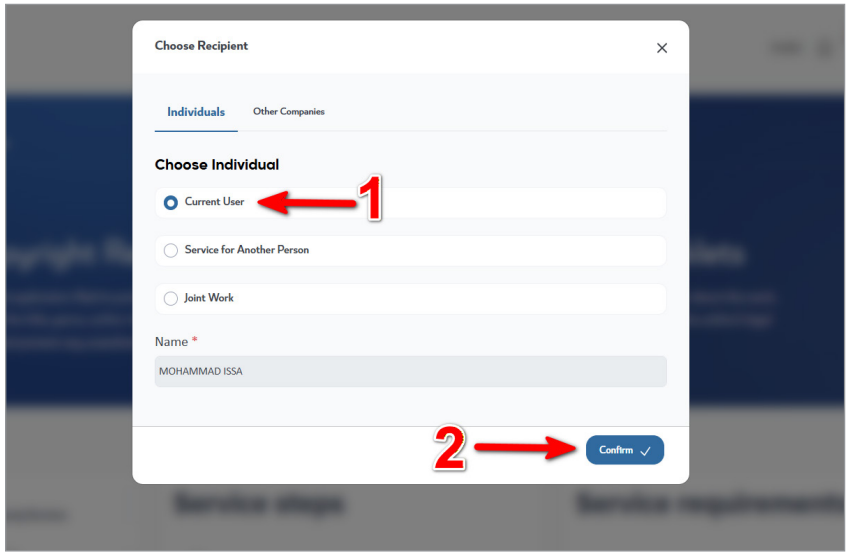


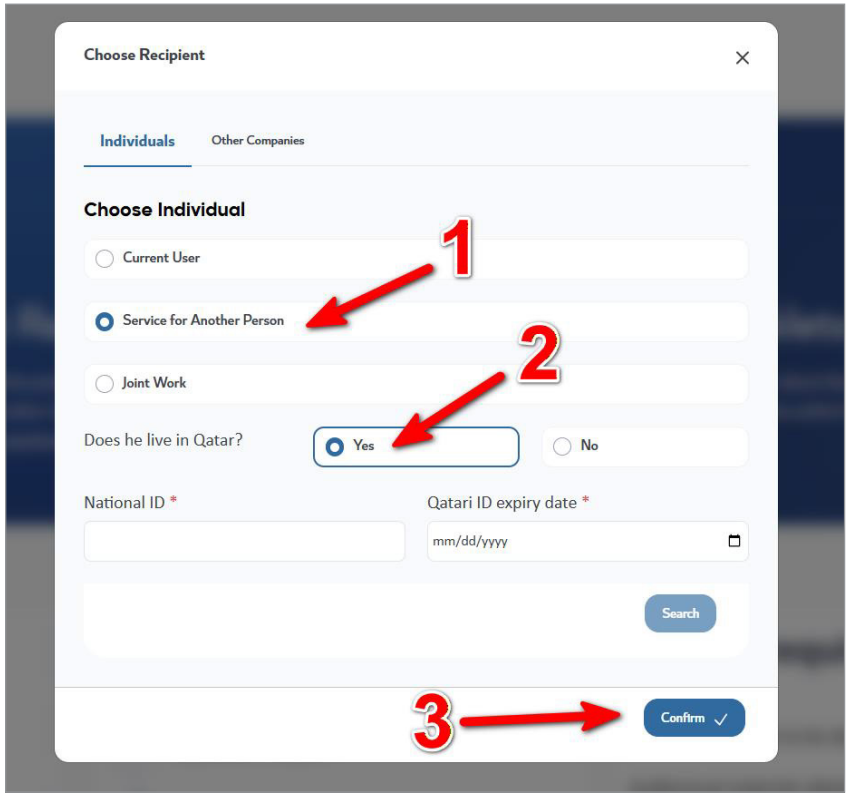
3. The system will redirect the user to the Service Details Page, which displays the following information:
   - Service name and description.
   - Service steps.
   - Service requirements.
   - Service fees.

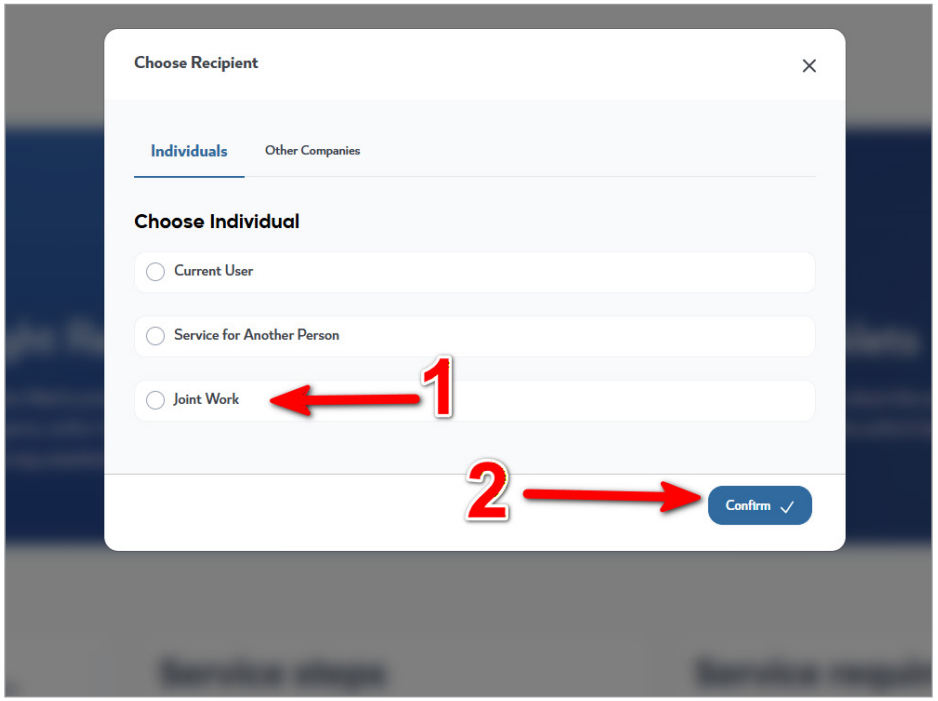


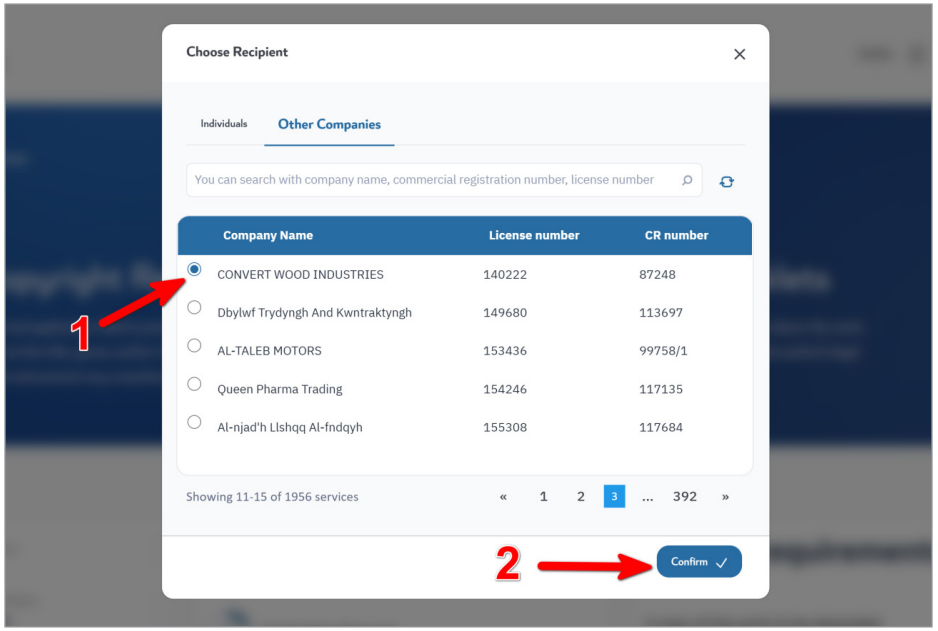
4. The user clicks the “Start the Service” button. The user can apply either as an individual or as a company.
    - If applying as an individual, the user can select themselves or submit a request on behalf of someone else, then click the “Confirm” button.
    - If applying as a company, the user selects the company and clicks the “Confirm” button.



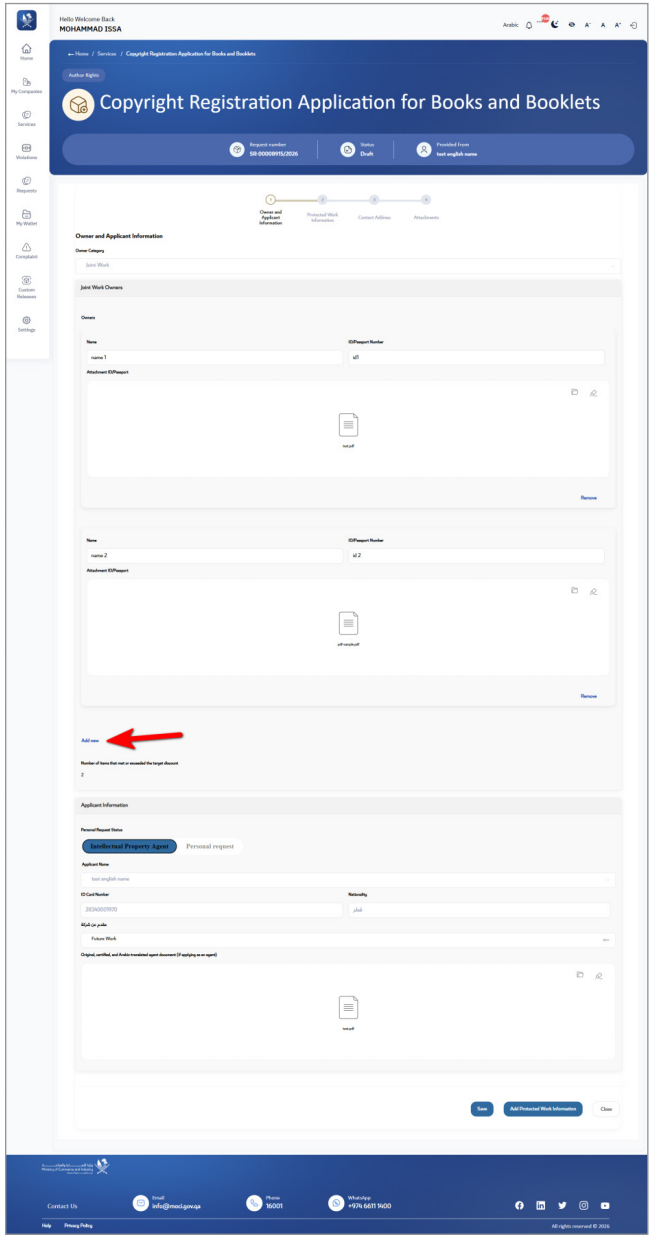


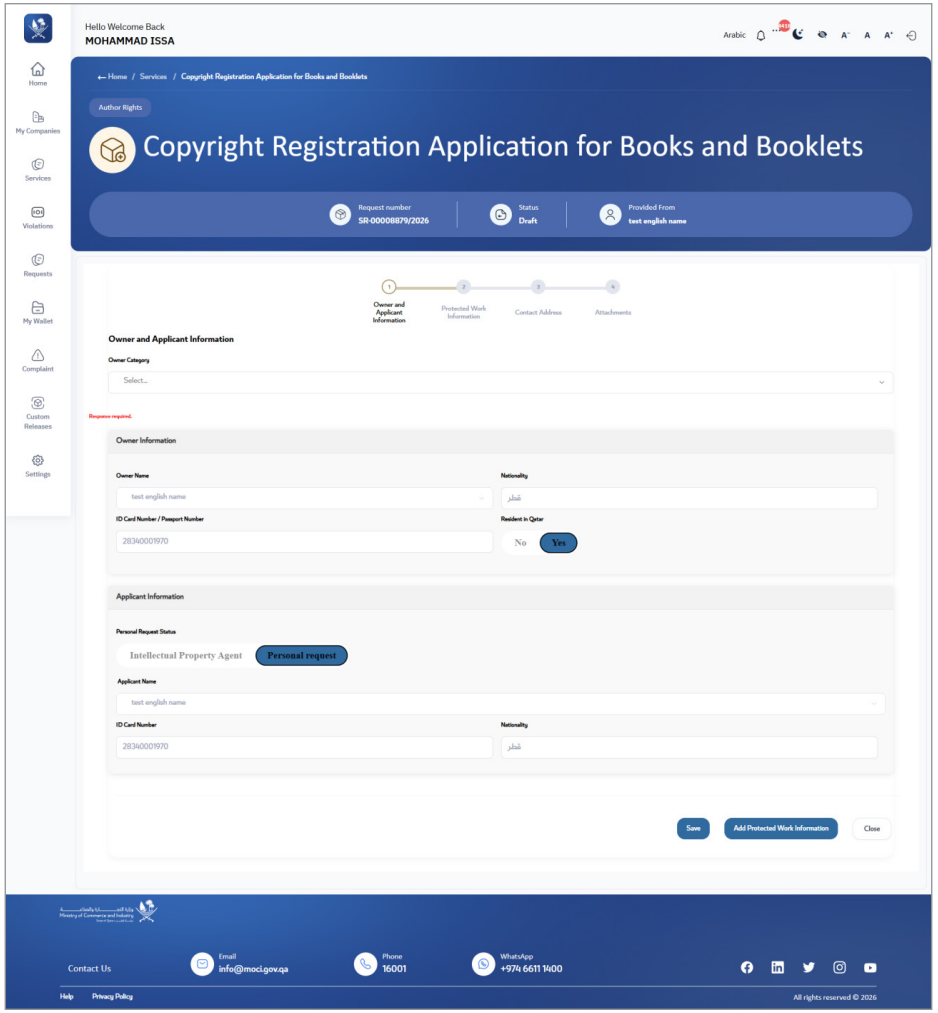


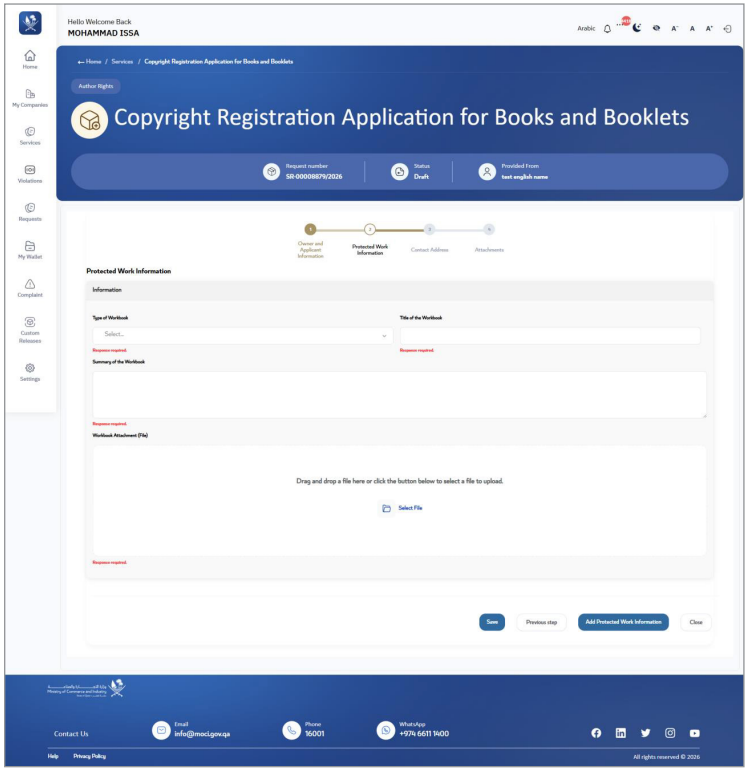


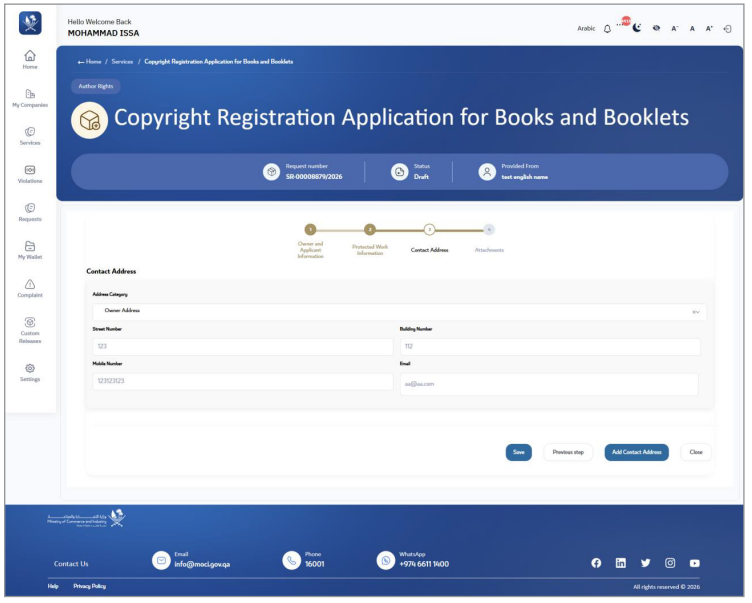


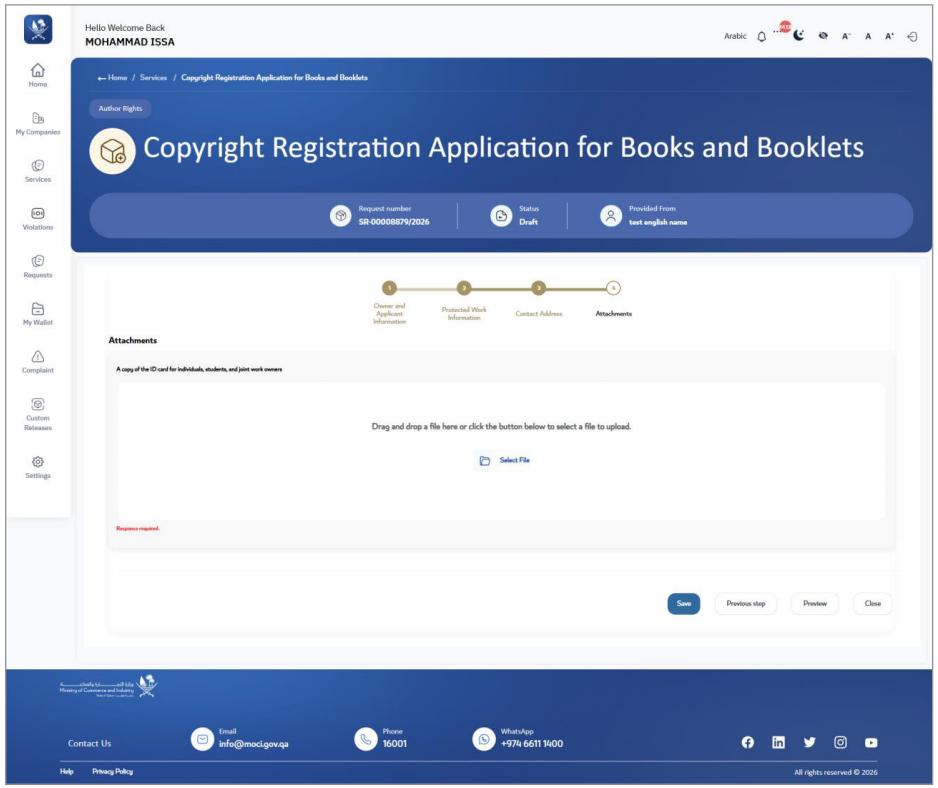
5. The system will display the service application form, which must be filled out to complete the request submission.
    - If applying as joint work you can add multiple owners by clicking add new:




Hello Welcome Back
MOHAMMAD ISSA
Arabic
Home / Services / Copyright Registration Application for Books and Booklets
Author Rights
Copyright Registration Application for Books and Booklets
Request number
SR-00008879/2026
Status
Draft
Provided From
test english name
Owner and Applicant Information
Protected Work Information
Contact Address
Attachments
Owner and Applicant Information
Owner Category
Select...
Response required.
Owner Information
Owner Name
test english name
Nationality
قطر
ID Card Number / Passport Number
28340001970
Resident in Qatar
No
Yes
Applicant Information
Personal Request Status
Intellectual Property Agent
Personal request
Applicant Name
test english name
ID Card Number
28340001970
Nationality
قطر
Save
Add Protected Work Information
Close
Contact Us
Email
info@moci.gov.qa
Phone
16001
WhatsApp
+974 6611 1400
Help
Privacy Policy
All rights reserved © 2026


Hello Welcome Back
MOHAMMAD ISSA
Arabic
Copyright Registration Application for Books and Booklets
Request number
SR-00008879/2026
Status
Draft
Provided From
test english name
Protected Work Information
Information
Type of Workbook
Select...
Title of the Workbook
Summary of the Workbook
Workbook Attachment (File)
Drag and drop a file here or click the button below to select a file to upload.
Select File
Save
Previous step
Add Protected Work Information
Close
Contact Us
Email
info@moci.gov.qa
Phone
16001
WhatsApp
+974 6611 1400
Help
Privacy Policy
All rights reserved © 2026

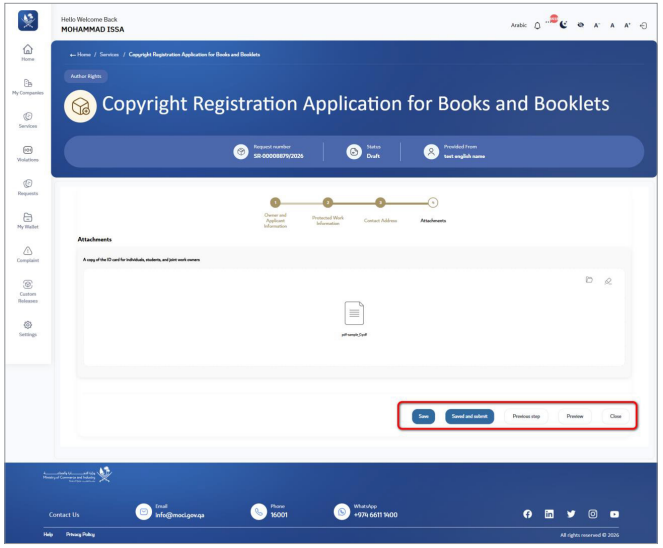

Hello Welcome Back
MOHAMMAD ISSA
Arabic
Copyright Registration Application for Books and Booklets
Request number
SR-00008879/2026
Status
Draft
Provided From
test english name
Contact Address
Address Category
Owner Address
Street Number
123
Building Number
112
Mobile Number
123123123
Email
Save
Previous step
Add Contact Address
Close
Contact Us
Email
info@moci.gov.qa
Phone
16001
WhatsApp
+974 6611 1400
Help
Privacy Policy
All rights reserved © 2026



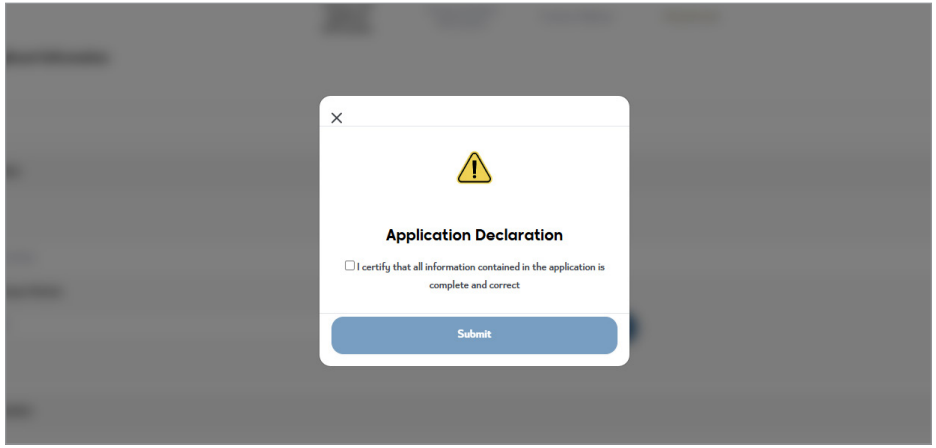
6. The user should fill in the following information in the form:

No.	Field Name	Field Type	Description
	Step 1		
1	Owner Name	Read-only text	
2	Owner Category	Selection	
3	ID Card Number/Passport Number	Read-only text	
4	Nationality	Read-only text	
5	Resident in Qatar	Read-only text	
6	Personal Request Status	Read-only text	
7	Applicant Name	Read-only text	
8	ID Card Number	Read-only text	
9	Nationality	Read-only text	
	Step 2		
10	Type of workbook	Selection	
11	Title of the workbook	Free text	
12	Summary of the workbook	Free text	
13	Workbook Attachment (File)	Attachment	
14	Original, certified, and Arabic-translated agent document (if applying as an agent)	Attachment	
	Step 3		
15	Address category	Selection	
16	Street Number	Read-only text	
17	Building Number		
18	Mobile Number	Read-only text	
19	Email	Read-only text	
	Step 4		
20	A copy of the ID card for individuals, students, and joint work owners	Attachment	

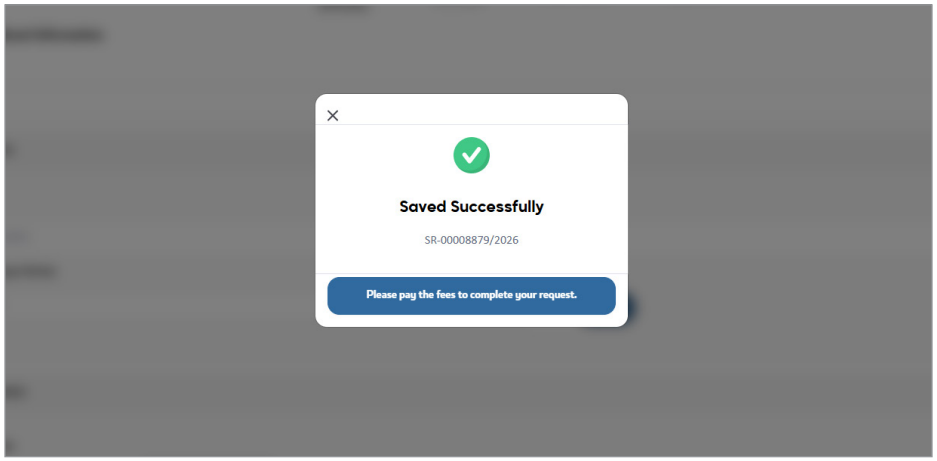
7. After completing all the required fields, the user can choose one of the following options:
   - Click “Save” to store the application as a draft and submit it later.
   - Click “Save and Submit” to complete and send the application immediately.
   - Click “Close” to cancel the submission process.



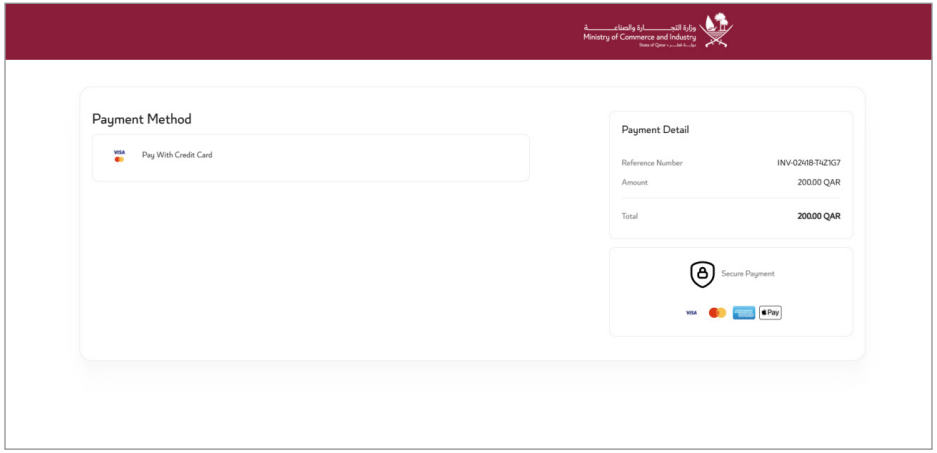
8. Upon clicking “Save and Submit,” the system will display a confirmation pop-up message requiring the user to acknowledge the accuracy of the entered information. The user must confirm and then click “Submit.”



9. Once the request is successfully submitted, the system will display a pop-up message containing the application reference number and a button to pay the fees.

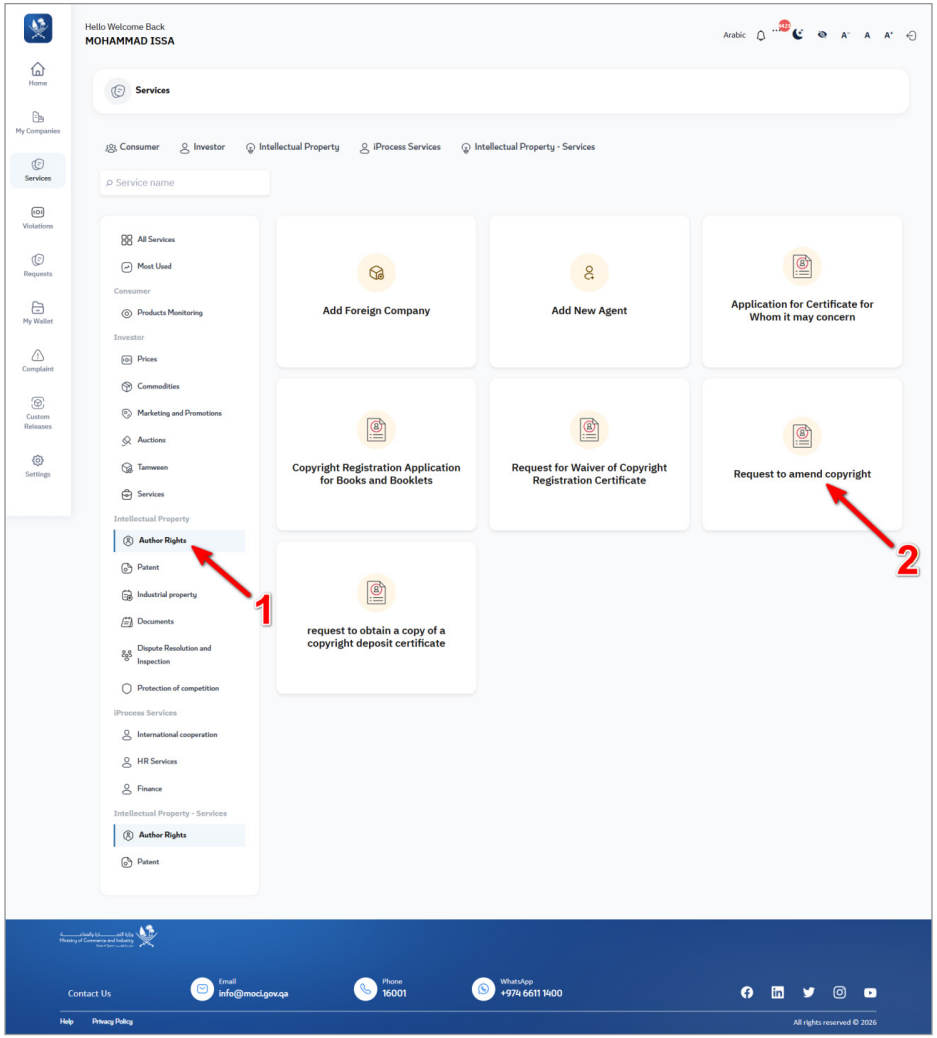


10. After closing the message containing the reference number, the system will display another tab to pay the fees.

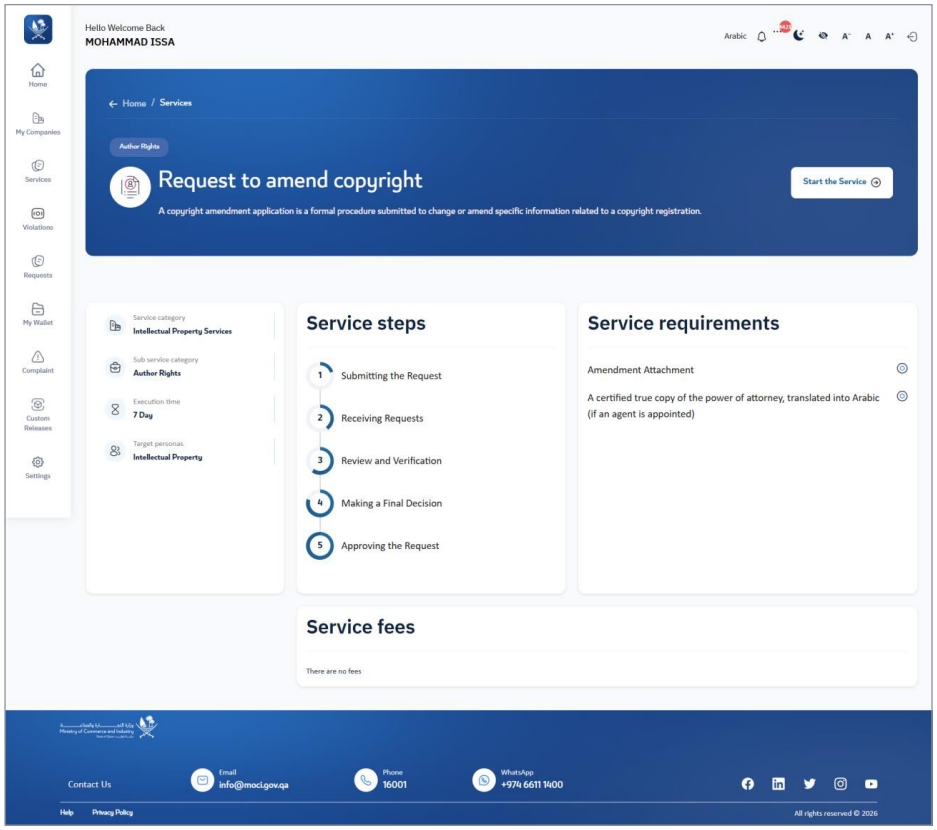


6. Steps to Submit a Request to “Request to amend copyright”

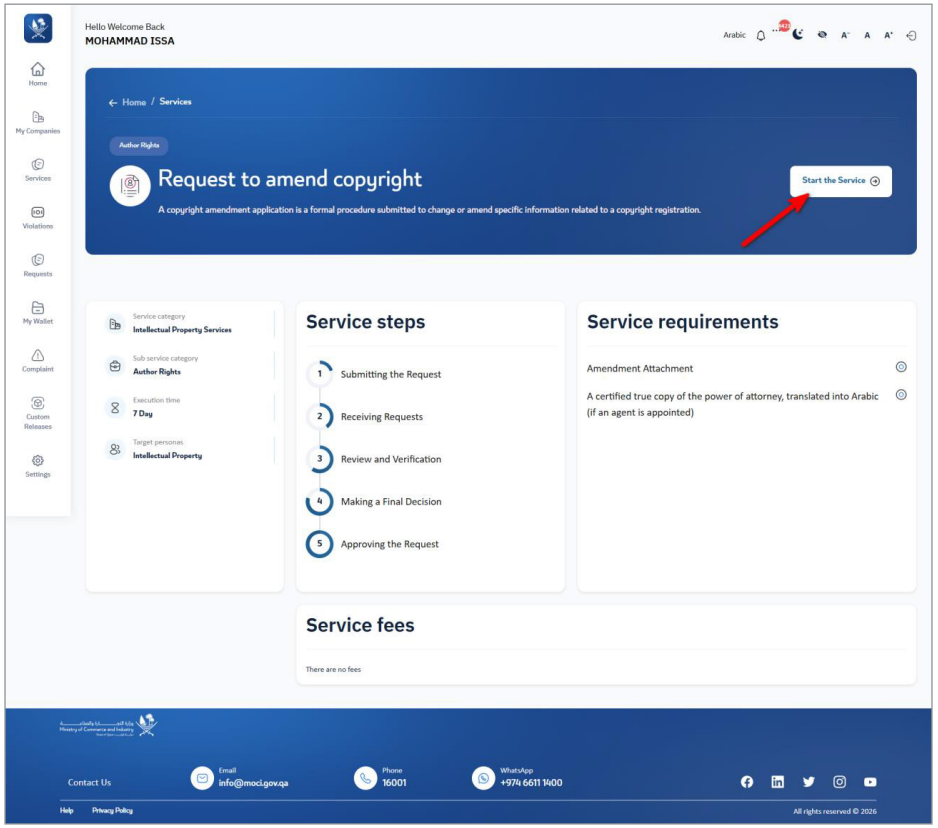
1. From the search and filter section of the electronic services page, the user must select the “Author Rights” category under “Intellectual Property” services The system will then display the list of services available to the user.
2. The user must then click on the “Request to amend copyright” service.

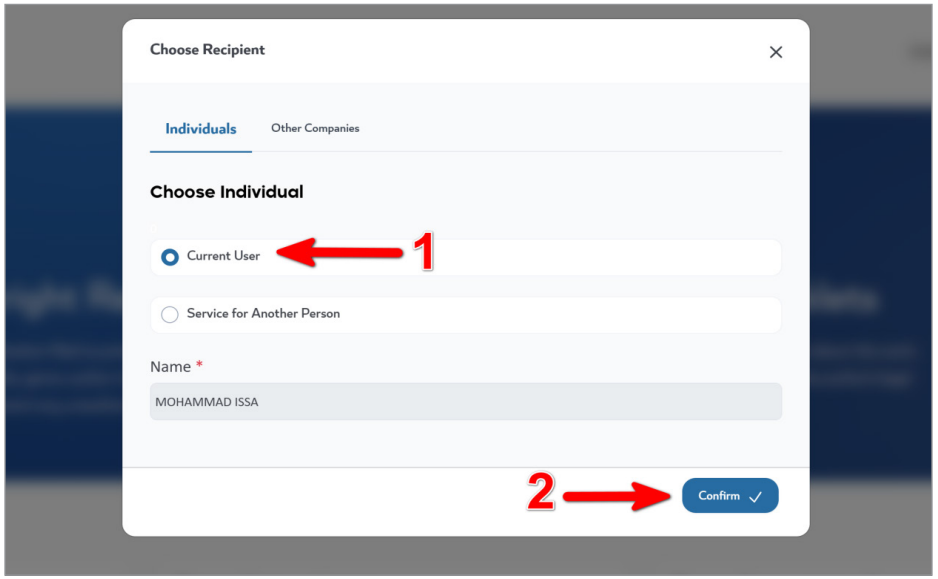


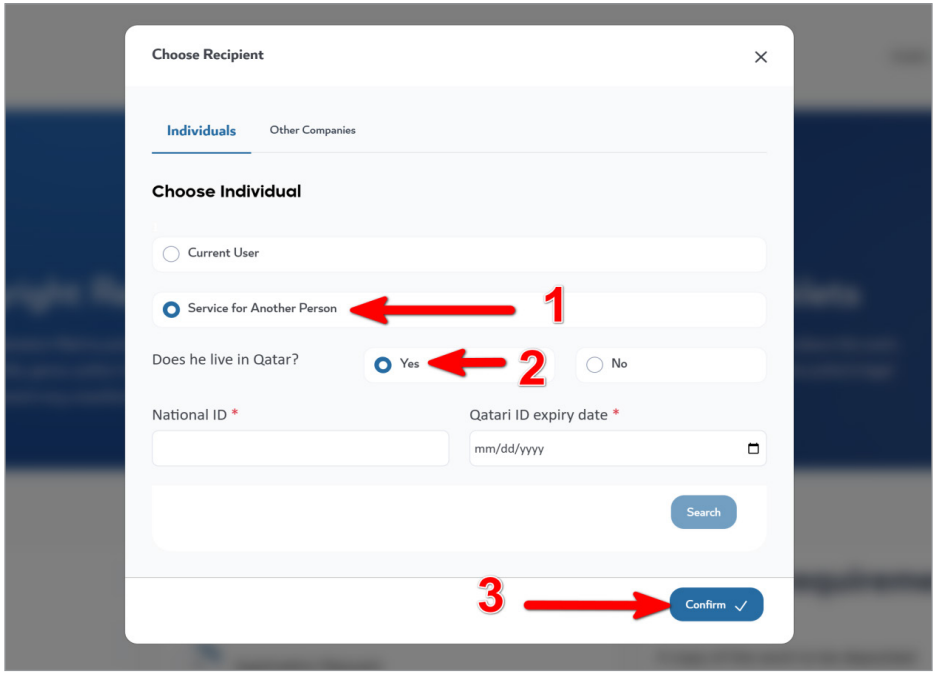
3. The system will redirect the user to the Service Details Page, which displays the following information:
   - Service name and description.
   - Service steps.
   - Service requirements.
   - Service fees.

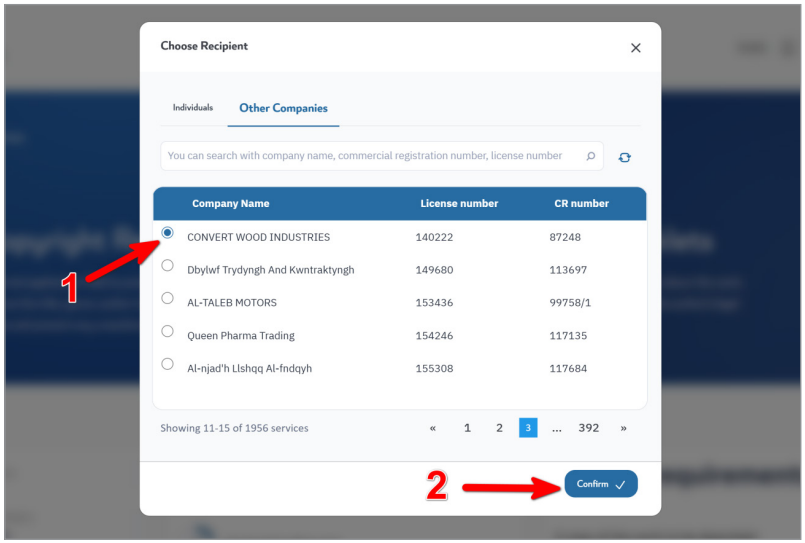


4. The user clicks the “Start the Service” button. The user can apply either as an individual or as a company.
    - If applying as an individual, the user can select themselves or submit a request on behalf of someone else, then click the “Confirm” button.
    - If applying as a company, the user selects the company and clicks the “Confirm” button.

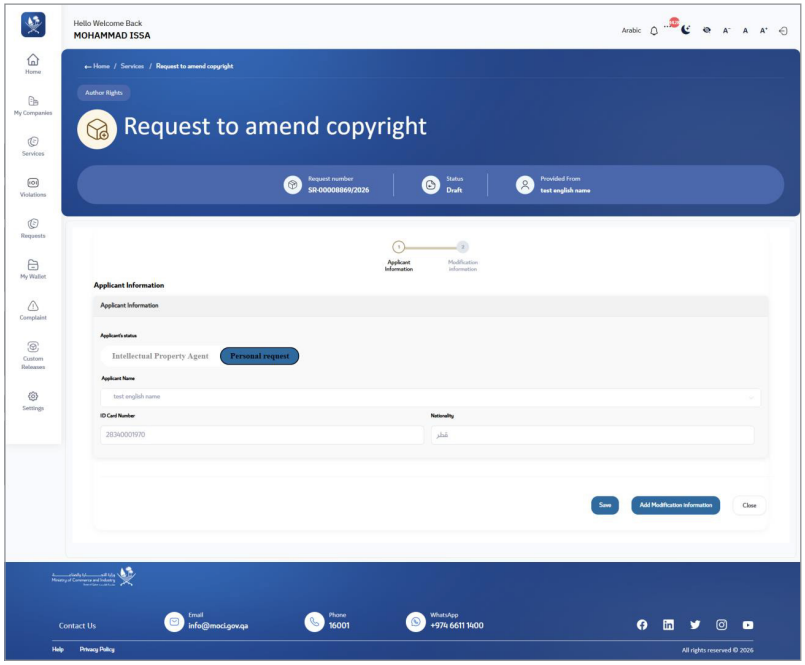


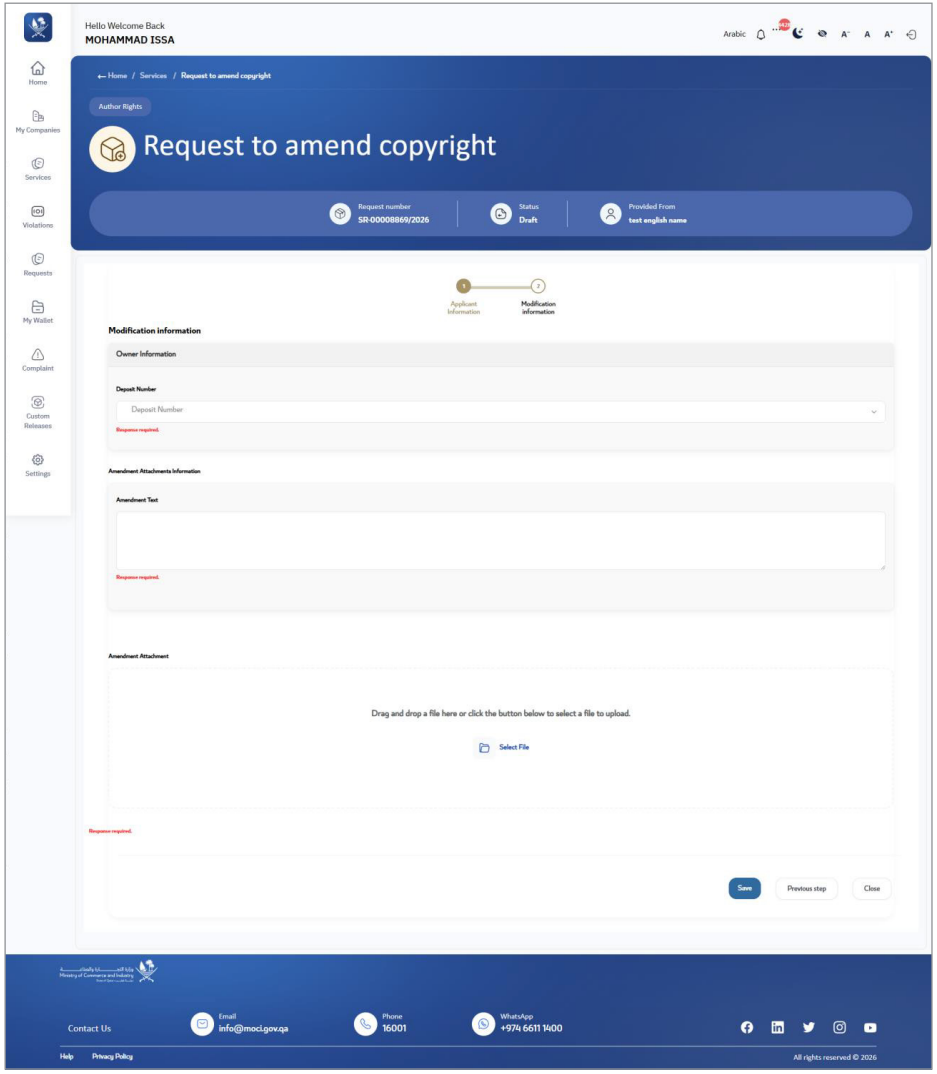






5. The system will display the service application form, which must be filled out to complete the request submission.

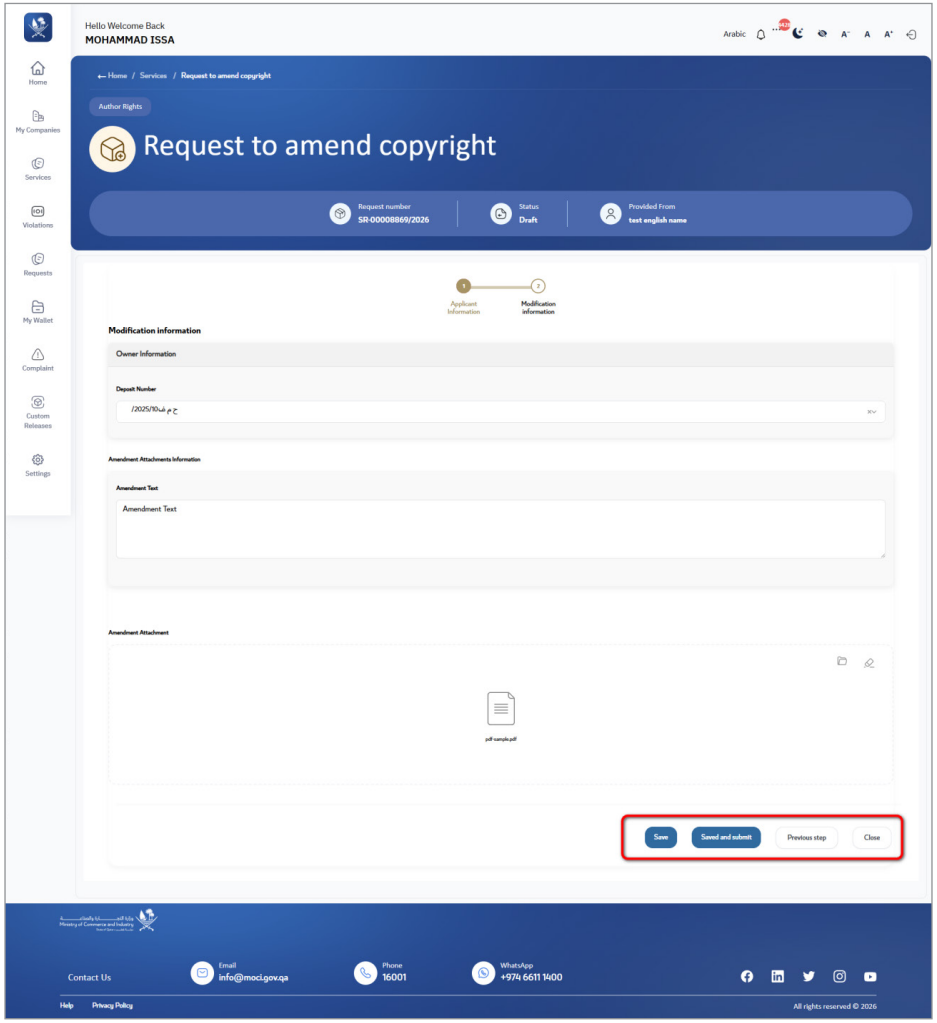




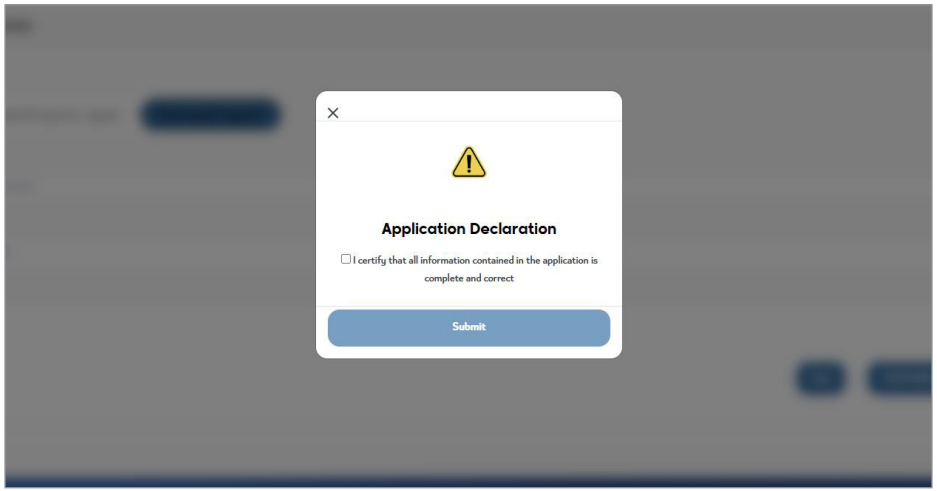
6. The user should fill in the following information in the form:

No.	Field Name	Field Type	Description
	Step 1		
1	Applicant's status	Read-only field	
2	Applicant Name	Read-only field	
3	ID Card Number	Read-only field	
4	Nationality	Read-only field	
	Step 2		
5	Deposit Number	Selection	
6	Amendment Text	Selection	
7	Amendment Attachment	Attachment	
8	Original, certified, and Arabic-translated agent document (if applying as an agent)	Attachment	

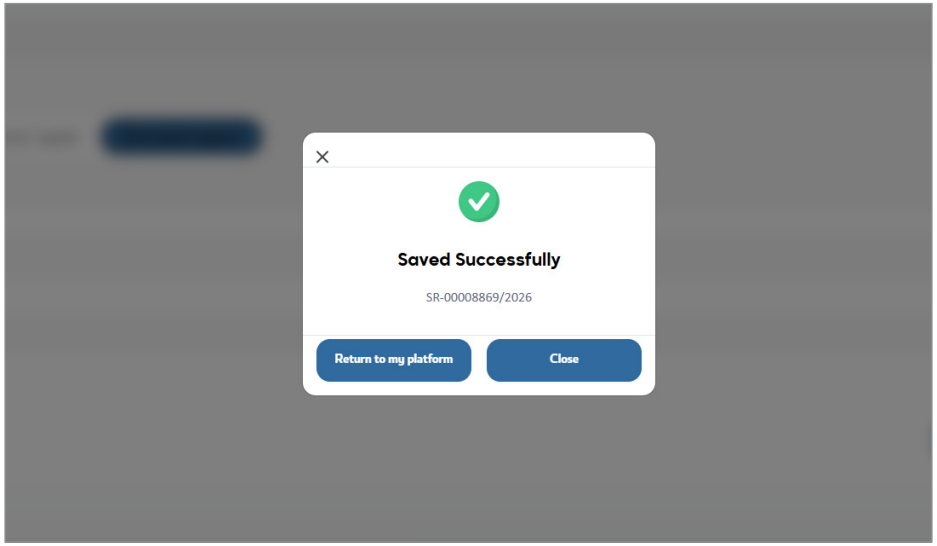
7. After completing all the required fields, the user can choose one of the following options:
   - Click “Save” to store the application as a draft and submit it later.
   - Click “Save and Submit” to complete and send the application immediately.
   - Click “Close” to cancel the submission process.



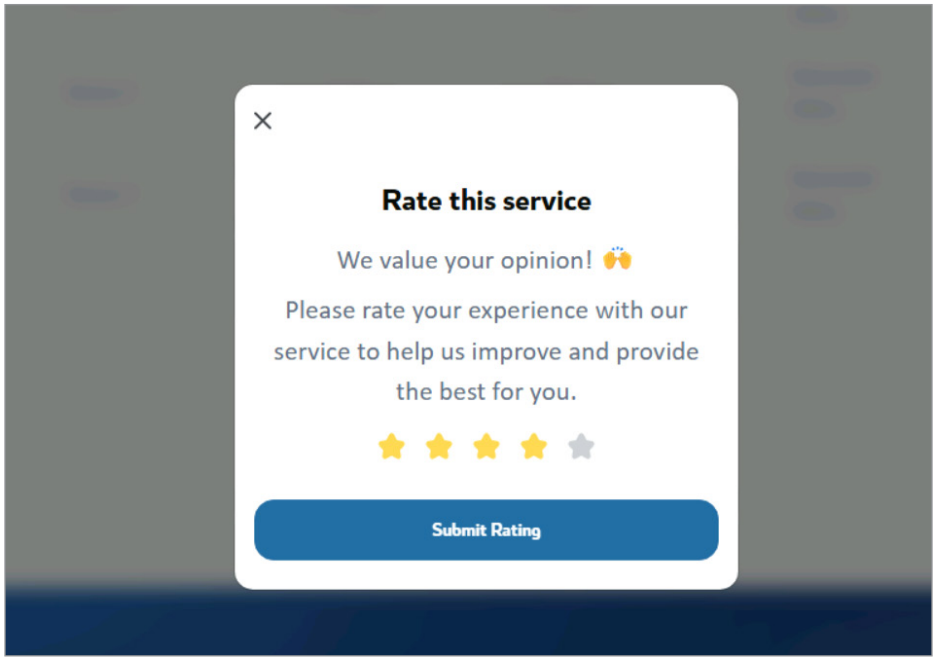
8. Upon clicking “Save and Submit,” the system will display a confirmation pop-up message requiring the user to acknowledge the accuracy of the entered information. The user must confirm and then click “Submit.”



9. Once the request is successfully submitted, the system will display a pop-up message containing the application reference number.



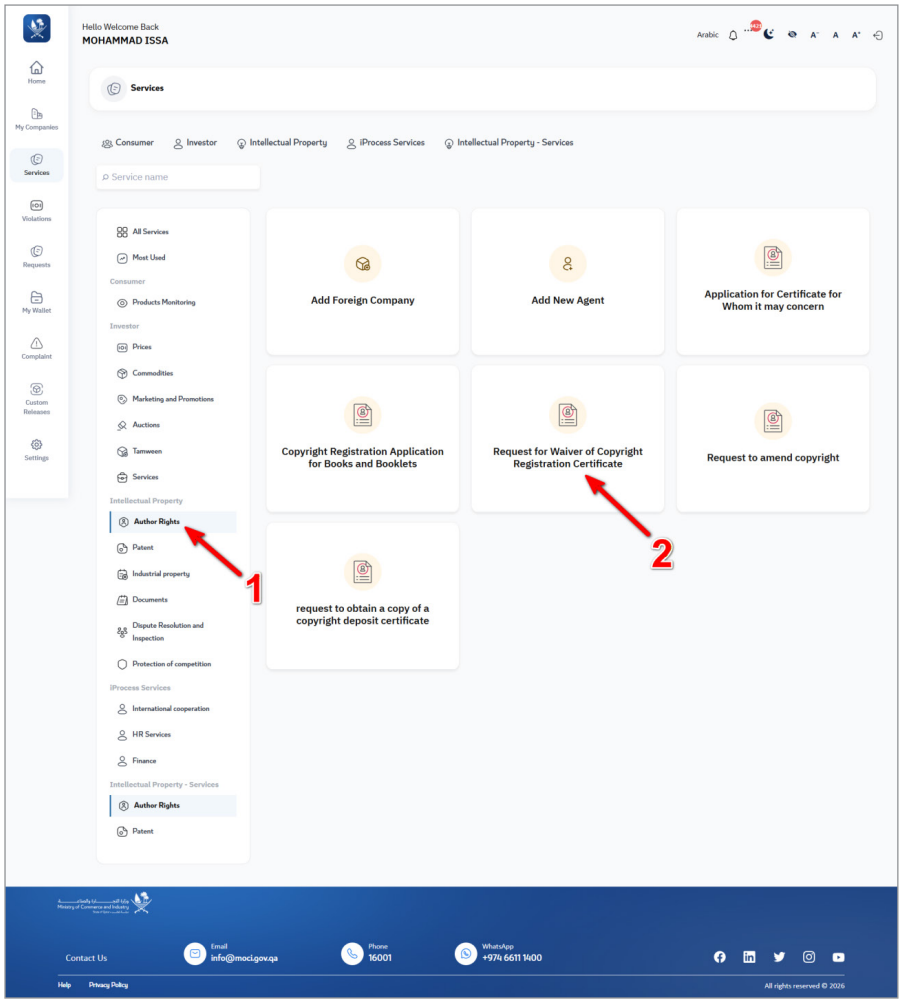
10. After closing the message containing the reference number, the system will display another pop-up window prompting the user to rate the service.



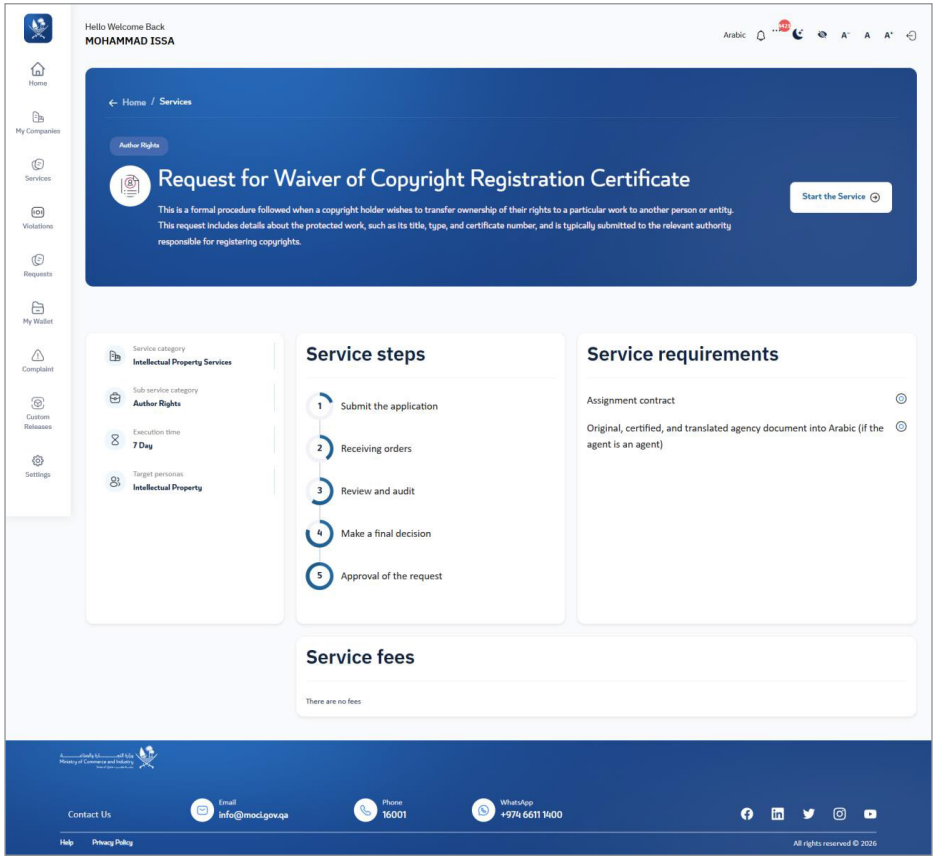
7. Steps to Submit a Request to "Request for Waiver of Copyright Registration Certificate"

1. From the search and filter section of the electronic services page, the user must select the "Author Rights" category under "Intellectual Property" services The system will then display the list of services available to the user.

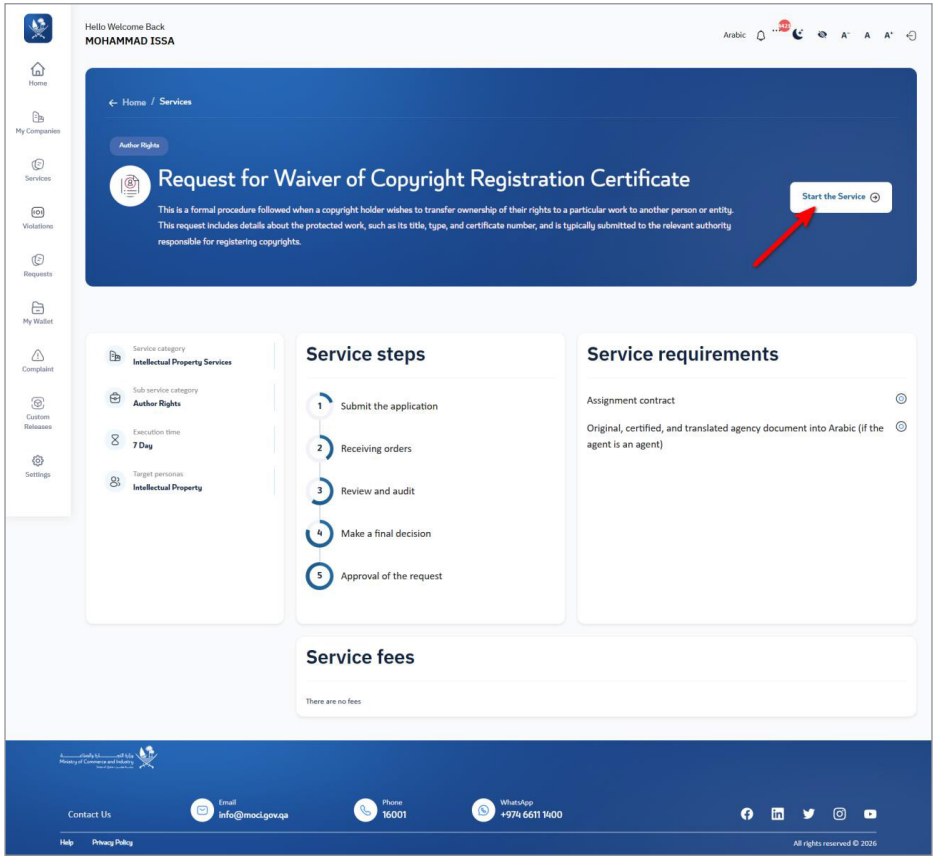
2. The user must then click on the "Request for Waiver of Copyright Registration Certificate" service.

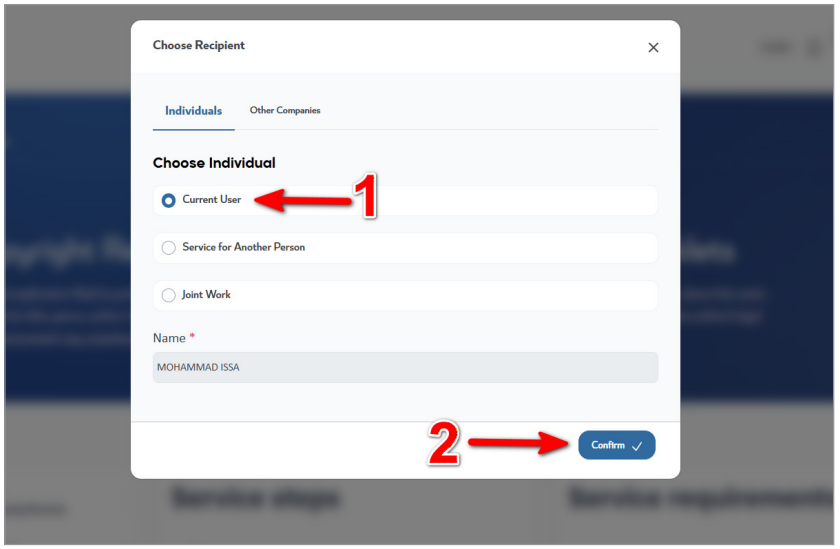


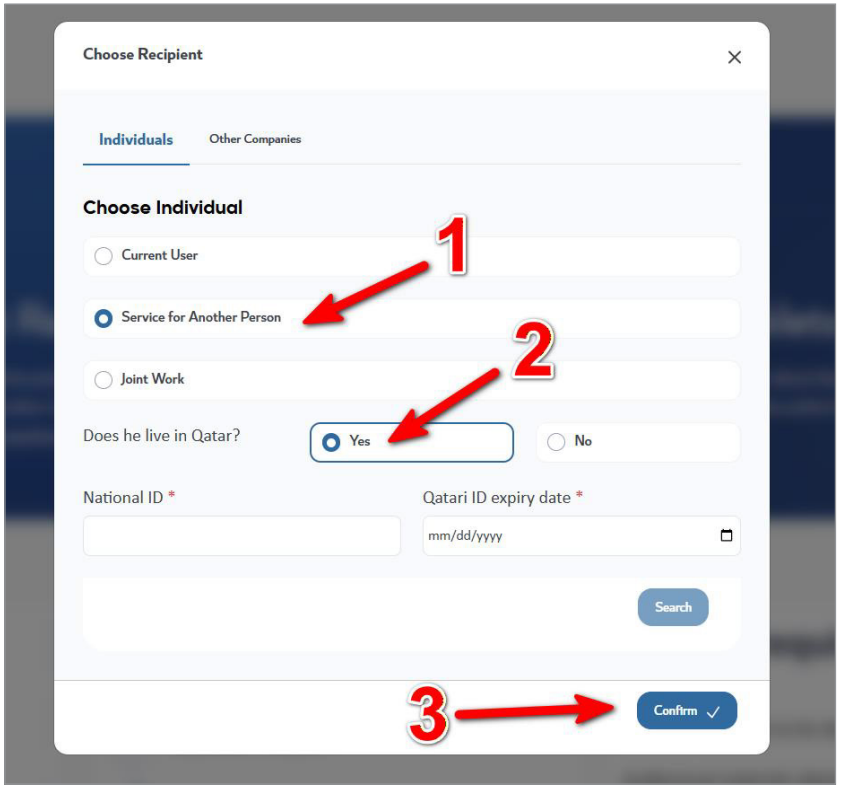
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   - Service requirements.
   - Service fees.

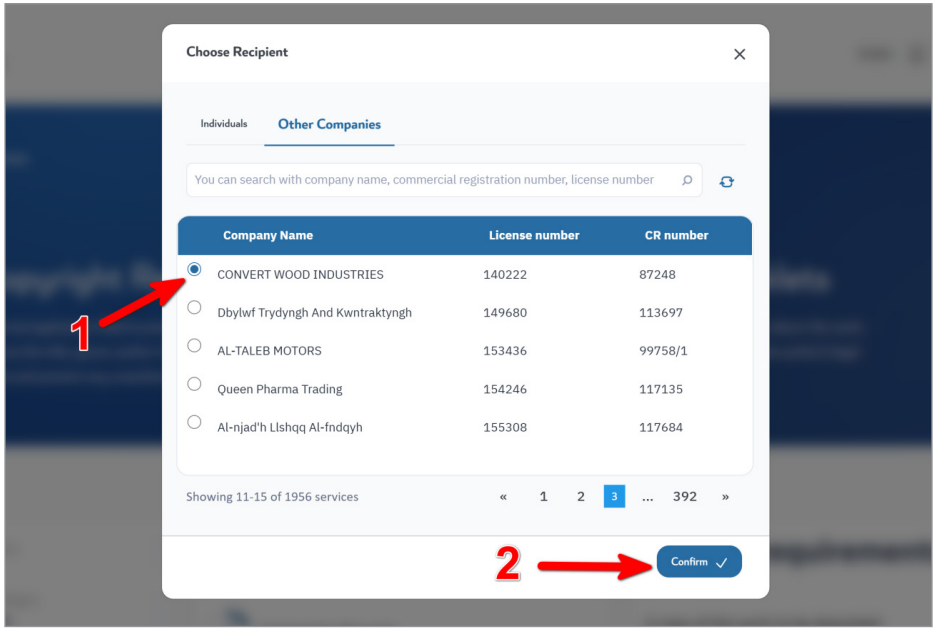


4. The user clicks the “Start the Service” button. The user can apply either as an individual or as a company.
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    - If applying as a company, the user selects the company and clicks the “Confirm” button.

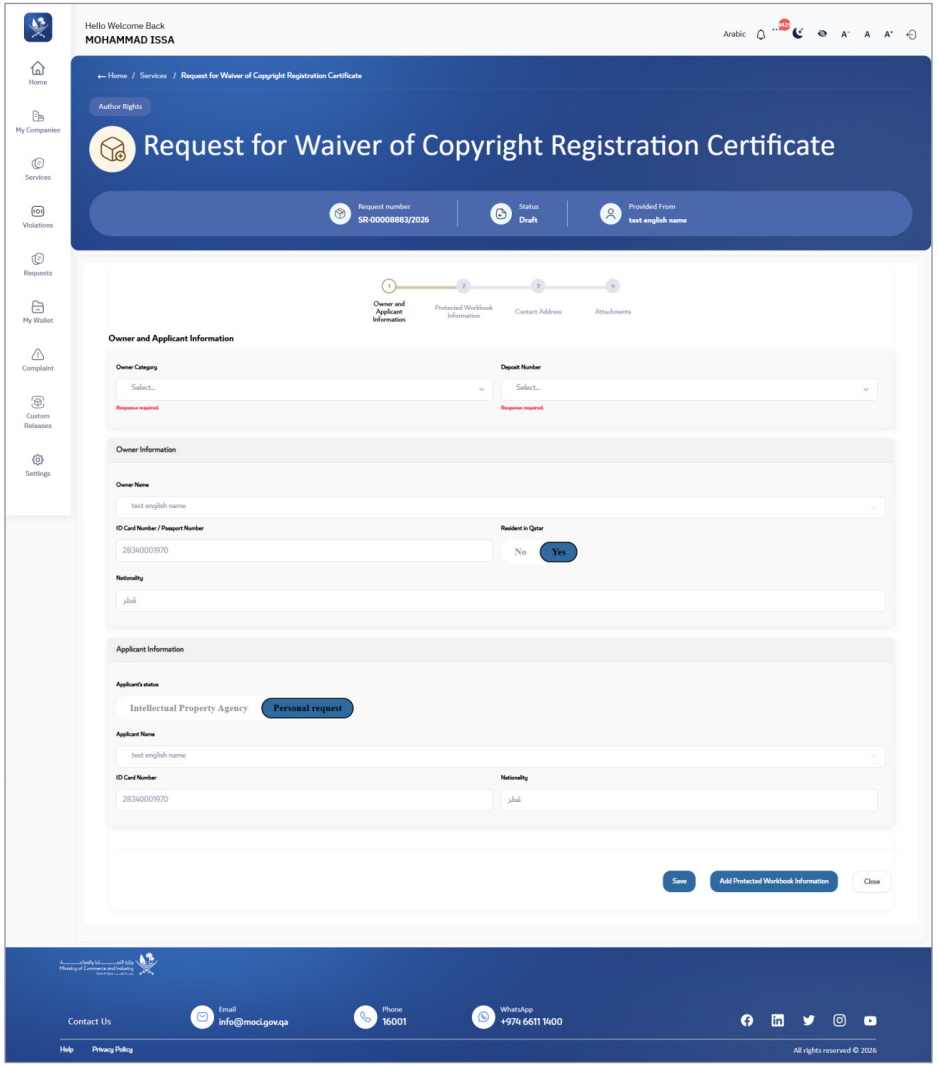


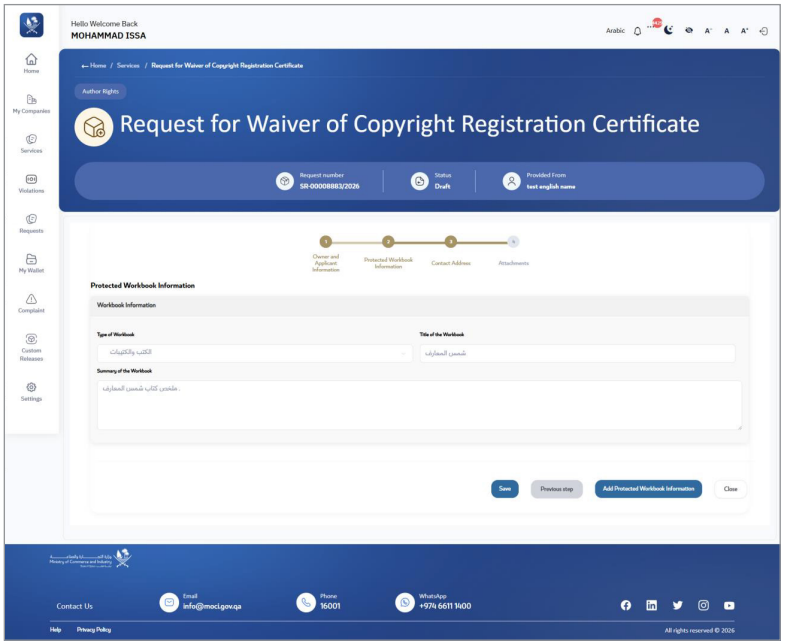


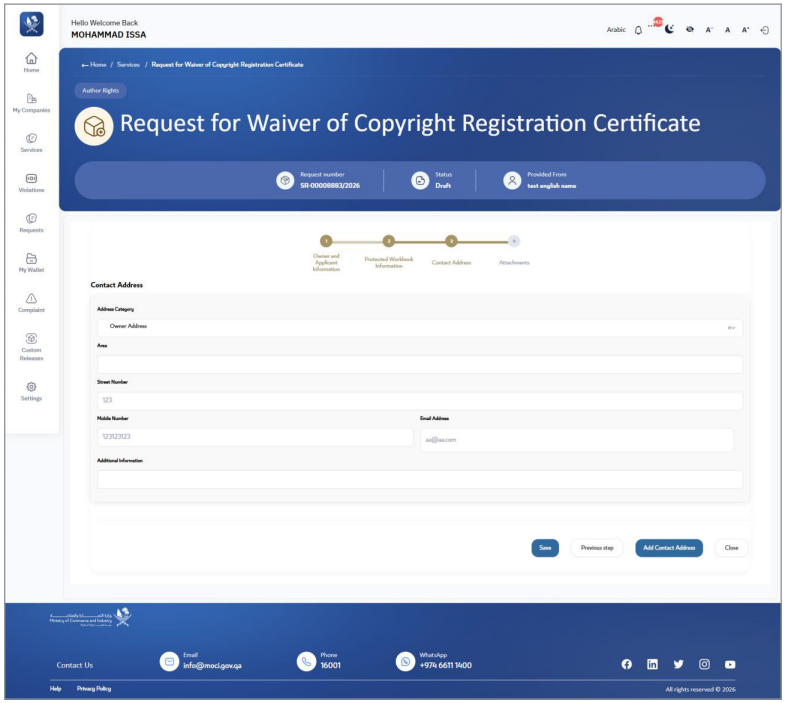


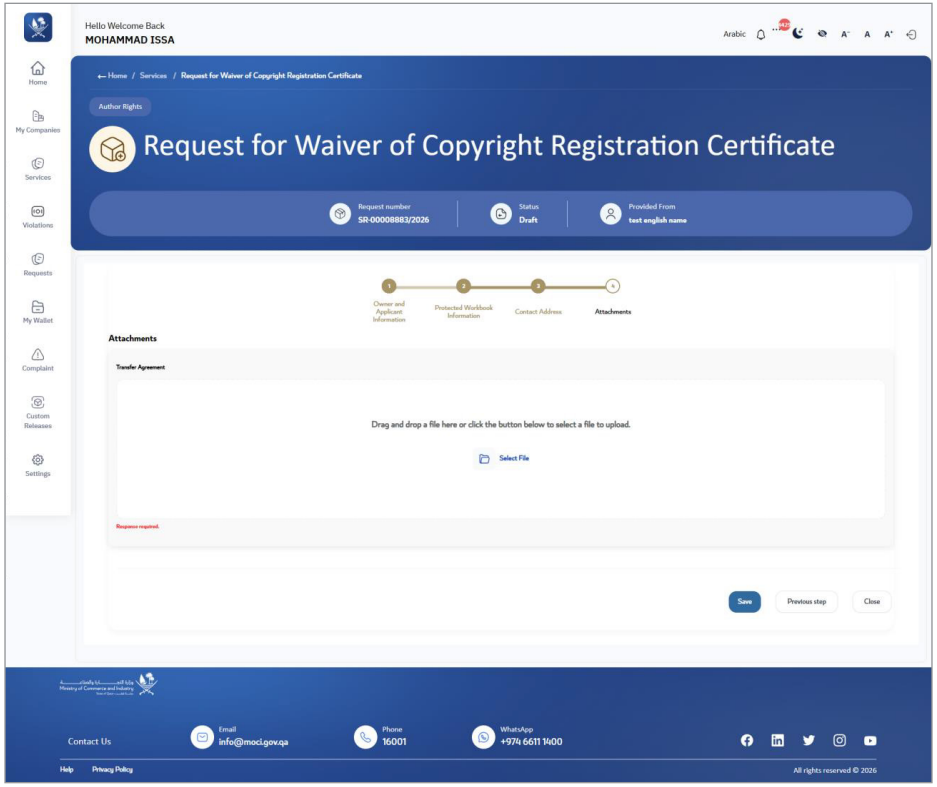


5. The system will display the service application form, which must be filled out to complete the request submission.




Hello Welcome Back
MOHAMMAD ISSA
Arabic
Home / Services / Request for Waiver of Copyright Registration Certificate
Author Rights
Request for Waiver of Copyright Registration Certificate
Request number
SR-00008883/2026
Status
Draft
Provided From
test english name
Owner and Applicant Information
Protected Workbook Information
Contact Address
Attachments
Protected Workbook Information
Workbook Information
Type of Workbook
Title of the Workbook
Summary of the Workbook
Save
Previous step
Add Protected Workbook Information
Close
Contact Us
Email
info@moci.gov.qa
Phone
16001
WhatsApp
+974 6611 1400
Help
Privacy Policy
All rights reserved © 2026

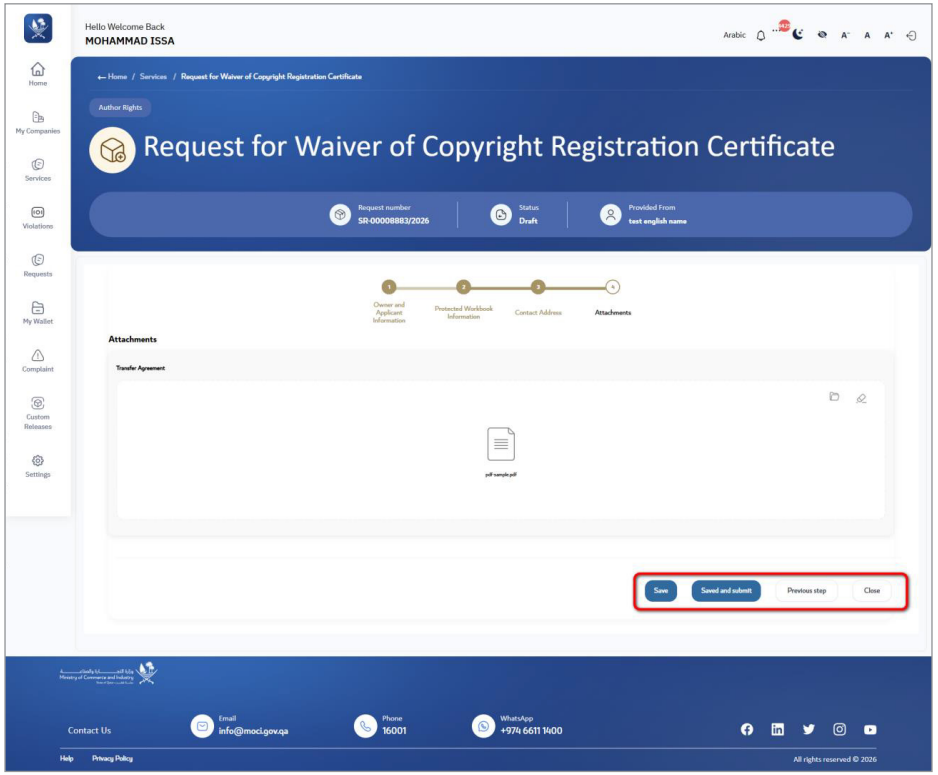

Hello Welcome Back
MOHAMMAD ISSA
Arabic
Home / Services / Request for Waiver of Copyright Registration Certificate
Author Rights
Request for Waiver of Copyright Registration Certificate
Request number
SR-00008883/2026
Status
Draft
Provided From
test english name
Owner and Applicant Information
Protected Workbook Information
Contact Address
Attachments
Contact Address
Address Category
Owner Address
Area
Street Number
123
Mobile Number
12312312 3
Email Address
Additional Information
Save
Previous step
Add Contact Address
Close
Contact Us
Email
info@moci.gov.qa
Phone
16001
WhatsApp
+974 6611 1400
Help
Privacy Policy
All rights reserved © 2026


Hello Welcome Back
MOHAMMAD ISSA
Arabic
Home / Services / Request for Waiver of Copyright Registration Certificate
Author Rights
Request for Waiver of Copyright Registration Certificate
Request number
SR-00008883/2026
Status
Draft
Provided From
test english name
Owner and Applicant Information
Protected Workbook Information
Contact Address
Attachments
Attachments
Transfer Agreement
Drag and drop a file here or click the button below to select a file to upload.
Select File
Response required.
Save
Previous step
Close
Contact Us
Email
info@moci.gov.qa
Phone
16001
WhatsApp
+974 6611 1400
Help
Privacy Policy
All rights reserved © 2026

6. The user should fill in the following information in the form:

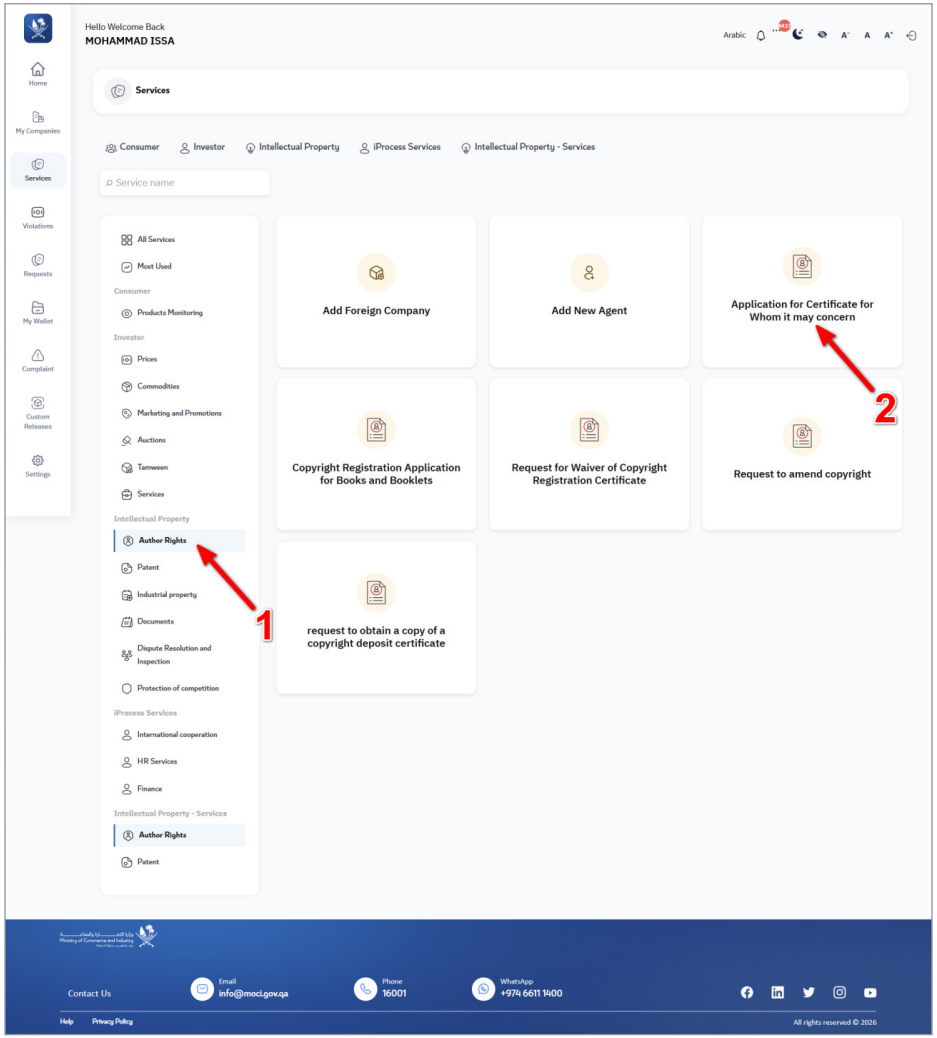
No.	Field Name	Field Type	Description
	Step 1		
1	Owner Category	Selection	
2	Deposit Number	Selection	
3	Owner Name	Read-only text	
4	ID Card Number/Passport Number	Read-only text	
5	Resident in Qatar	Read-only text	
6	Nationality	Read-only text	
7	Applicant's Status	Read-only text	
8	Applicant Name	Read-only text	
9	ID Card Number	Read-only text	
10	Nationality	Read-only text	
	Step 2		
11	Type of workbook	Read-only text	
12	Title of the workbook	Read-only text	
13	Summary of the workbook	Read-only text	
14	Original, certified, and Arabic-translated agent document (if applying as an agent)	Attachment	
	Step 3		
15	Address category	Selection	
16	Area	Read-only text	
17	Street Number	Read-only text	
18	Mobile Number	Read-only text	
19	Email Address	Read-only text	
20	Additional information	Free Text	
	Step 4		
21	Transfer Agreement	Attachment	

7. After completing all the required fields, the user can choose one of the following options:
   - Click "Save" to store the application as a draft and submit it later.
   - Click "Save and Submit" to complete and send the application immediately.
   - Click "Close" to cancel the submission process.

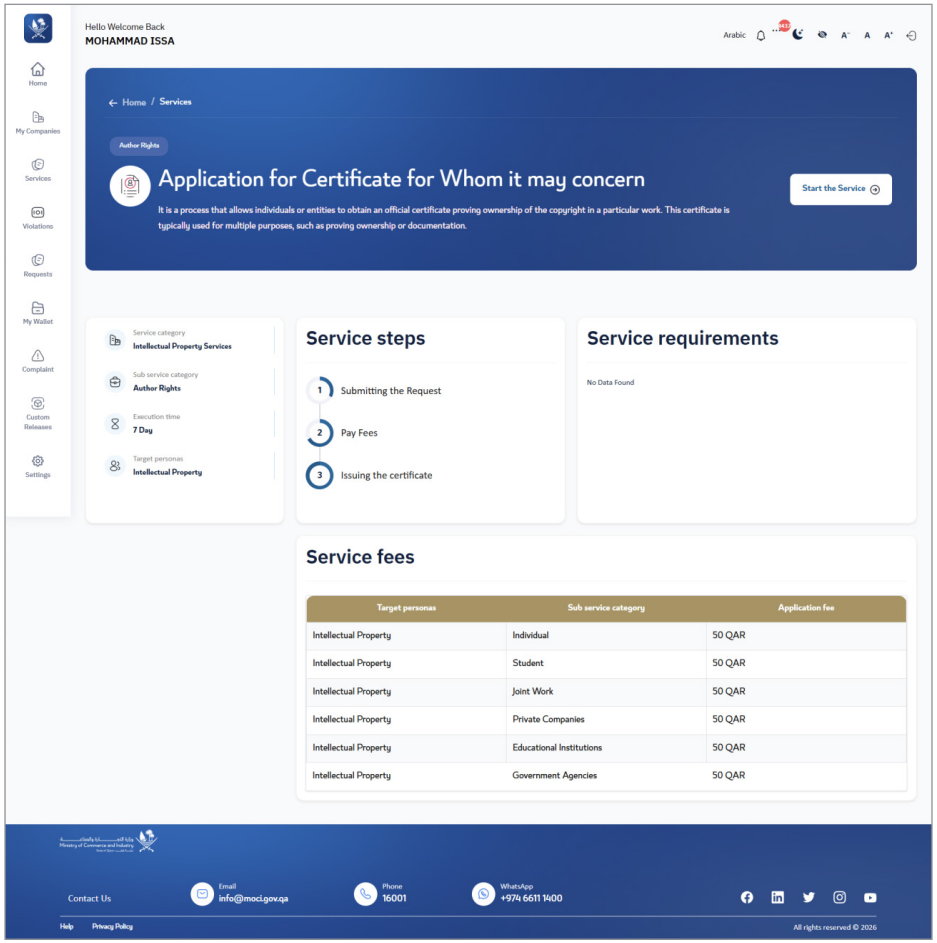


8. Steps to Submit a Request to “Application for Certificate for Whom it may concern”

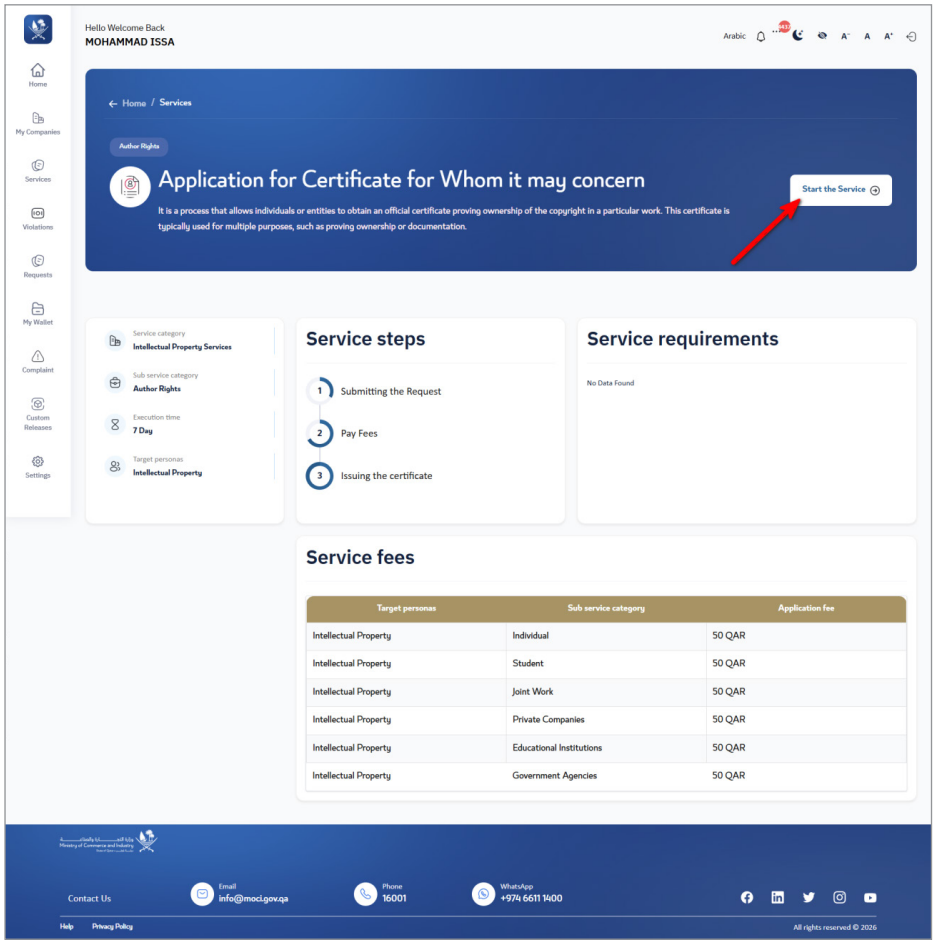
1. From the search and filter section of the electronic services page, the user must select the “Author Rights” category under “Intellectual Property” services The system will then display the list of services available to the user.
2. The user must then click on the “Application for Certificate for Whom it may concern” service.

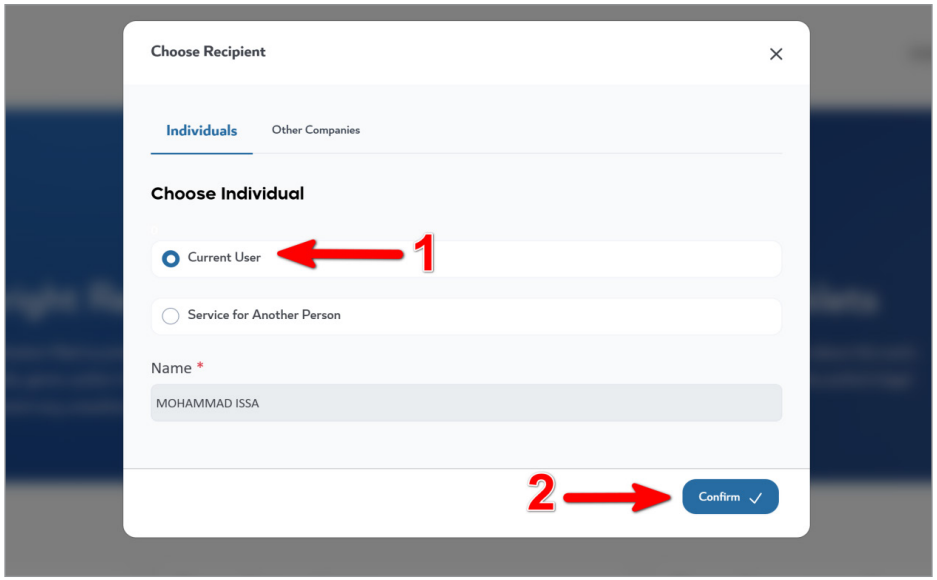


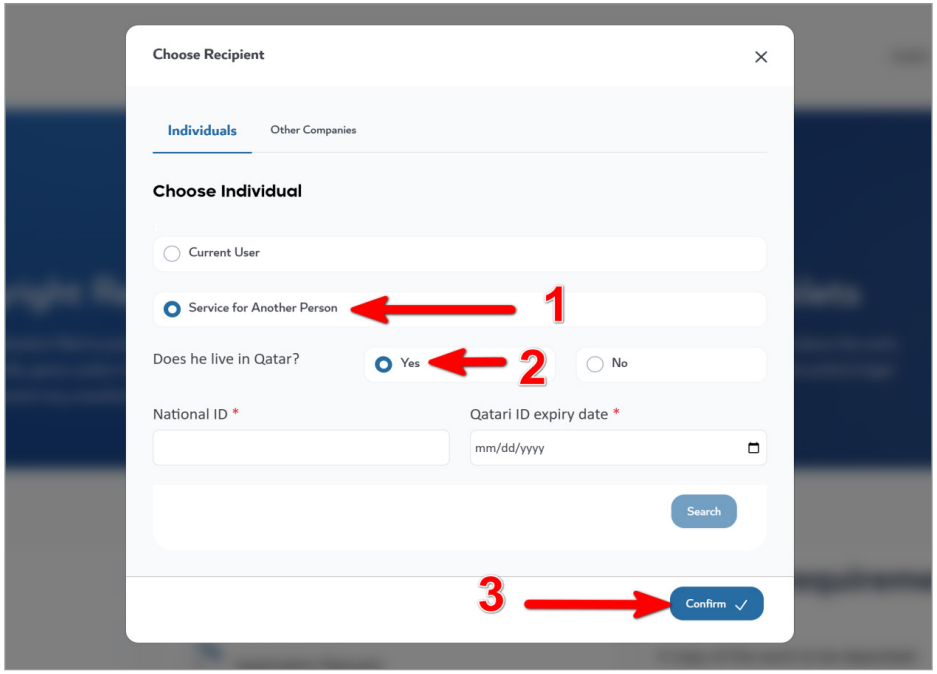
3. The system will redirect the user to the Service Details Page, which displays the following information:
   - Service name and description.
   - Service steps.
   - Service requirements.
   - Service fees.

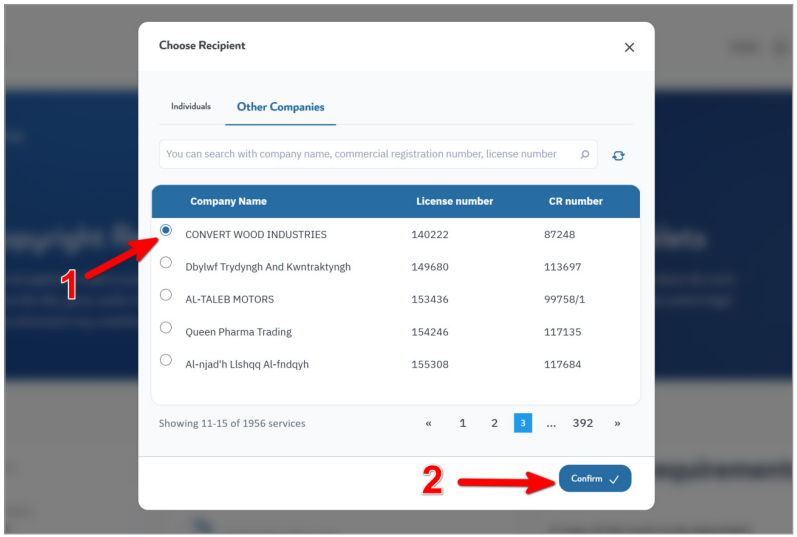


4. The user clicks the “Start the Service” button. The user can apply either as an individual or as a company.
    - If applying as an individual, the user can select themselves or submit a request on behalf of someone else, then click the “Confirm” button.
    - If applying as a company, the user selects the company and clicks the “Confirm” button.

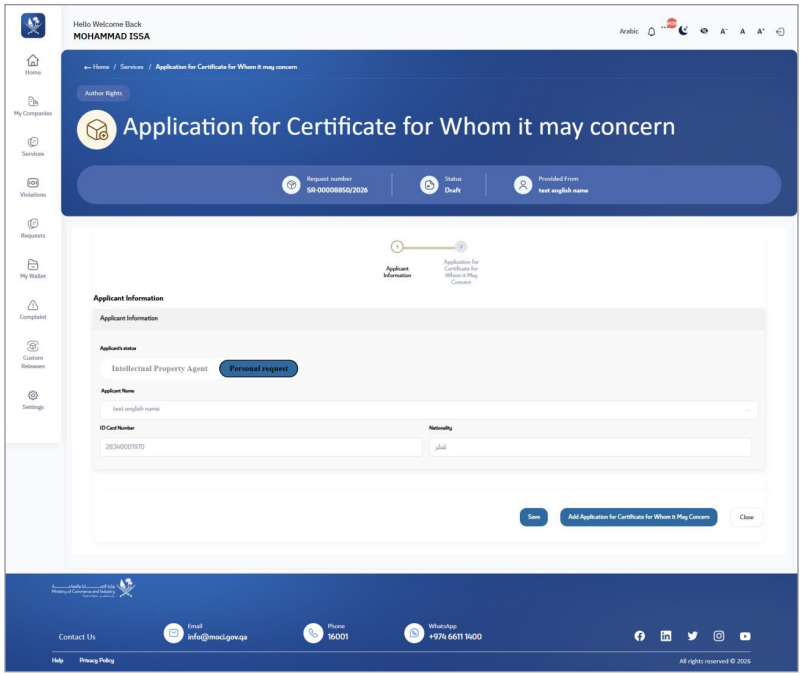


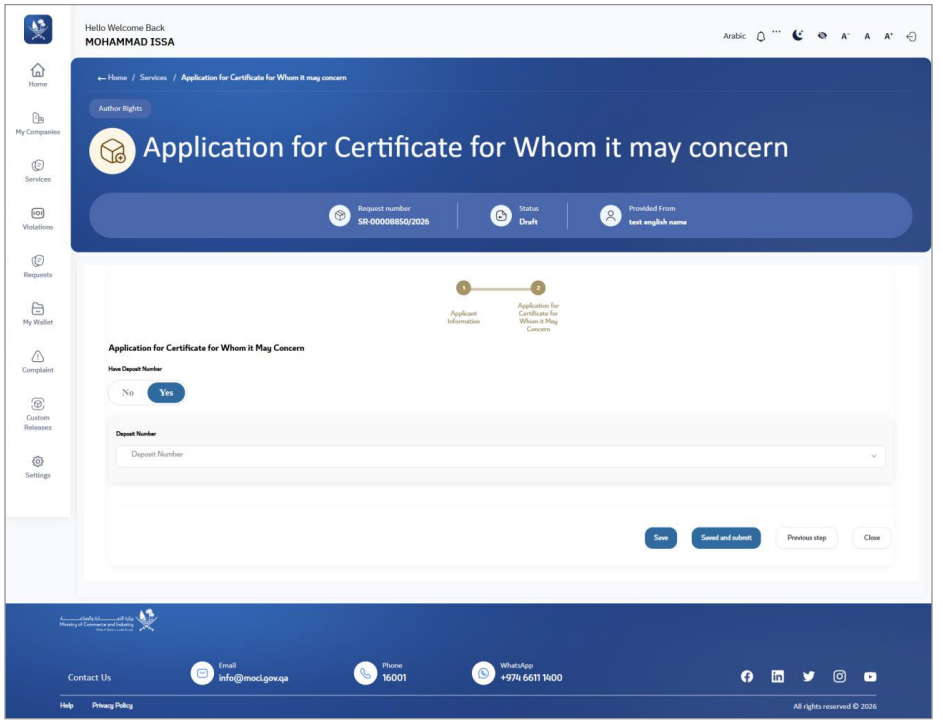






5. The system will display the service application form, which must be filled out to complete the request submission.

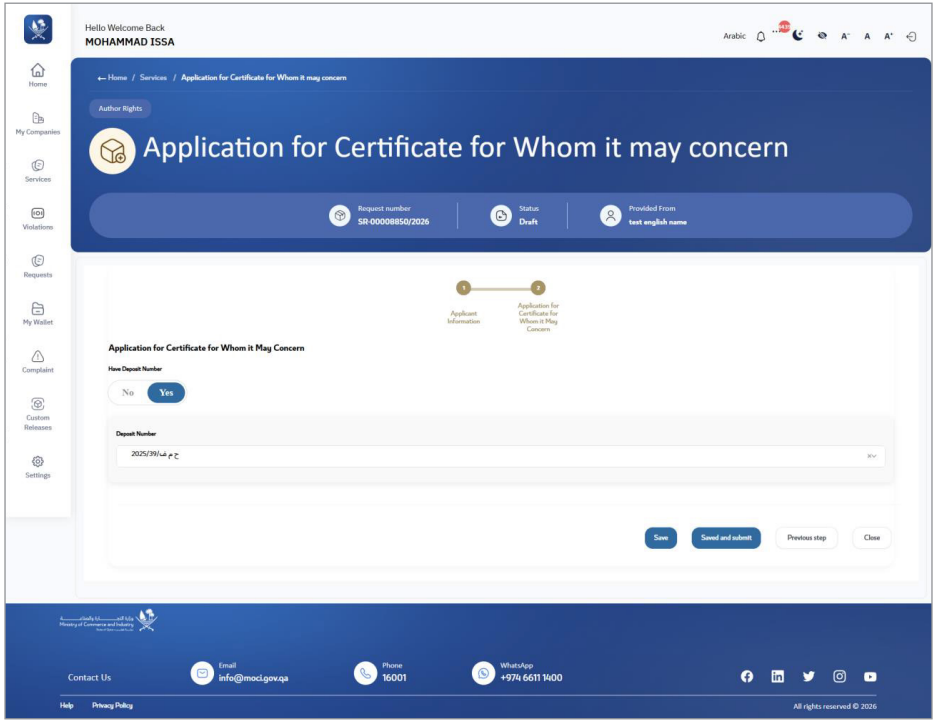




6. The user should fill in the following information in the form:

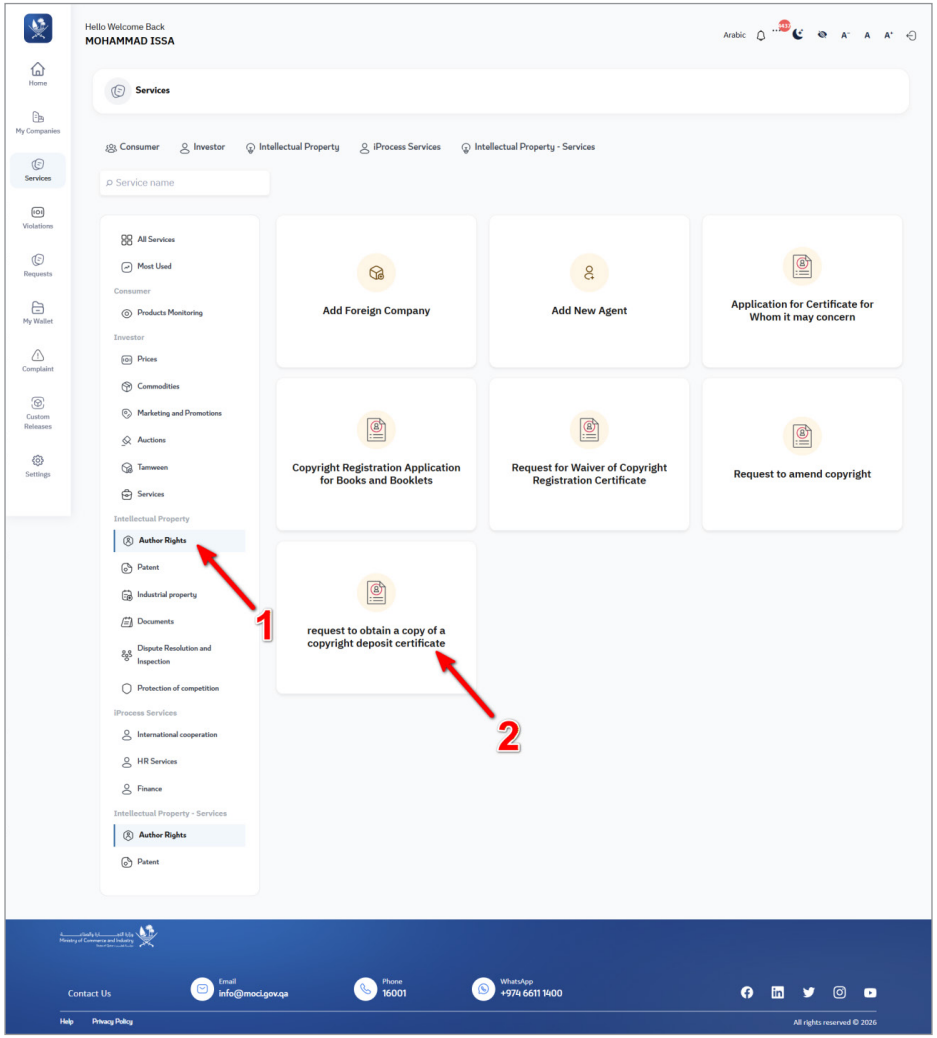
No.	Field Name	Field Type	Description
	Step 1		
1	Applicant's status	Read-only Field	
2	Applicant Name	Read-only Field	
3	ID Card Number	Read-only Field	
4	Nationality	Read-only Field	
	Step 2		
5	Have Deposit Number	Read-only Field	
6	Application Number/Deposit Number	Selection	

7. After completing all the required fields, the user can choose one of the following options:
   - Click “Save” to store the application as a draft and submit it later.
   - Click “Save and Submit” to complete and send the application immediately.
   - Click “Close” to cancel the submission process.

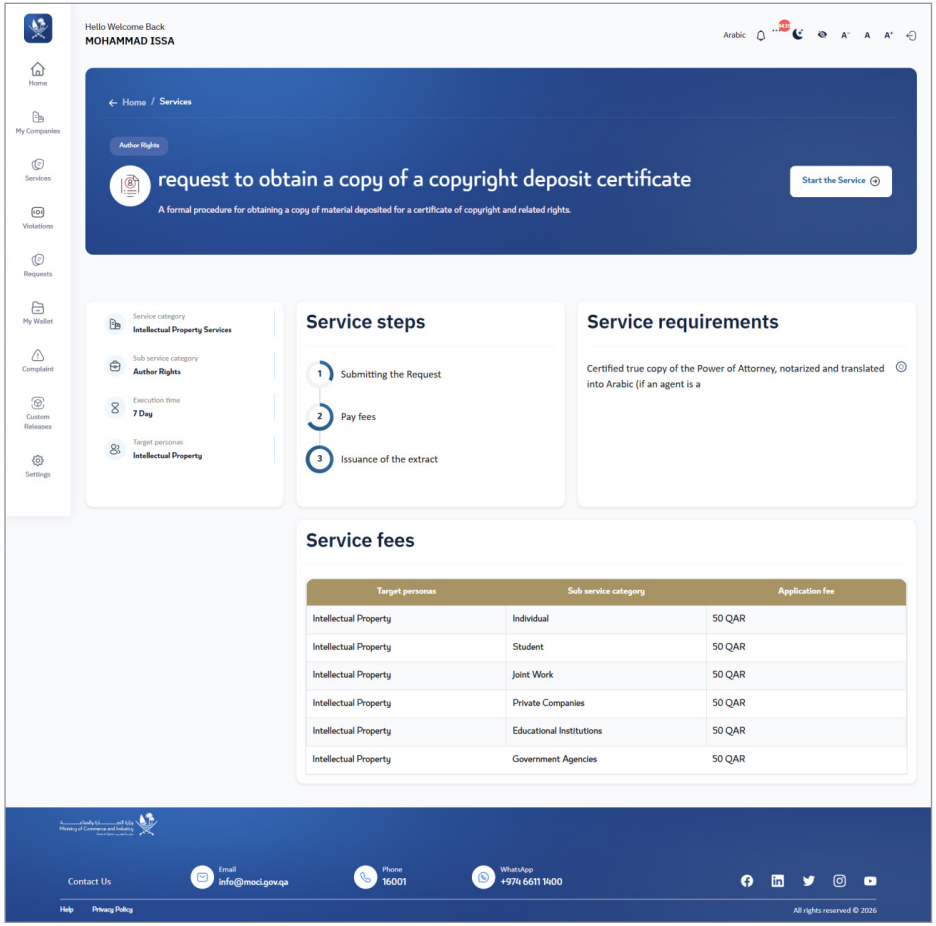


9. Steps to Submit a Request to “Request to obtain a copy of a copyright deposit certificate”

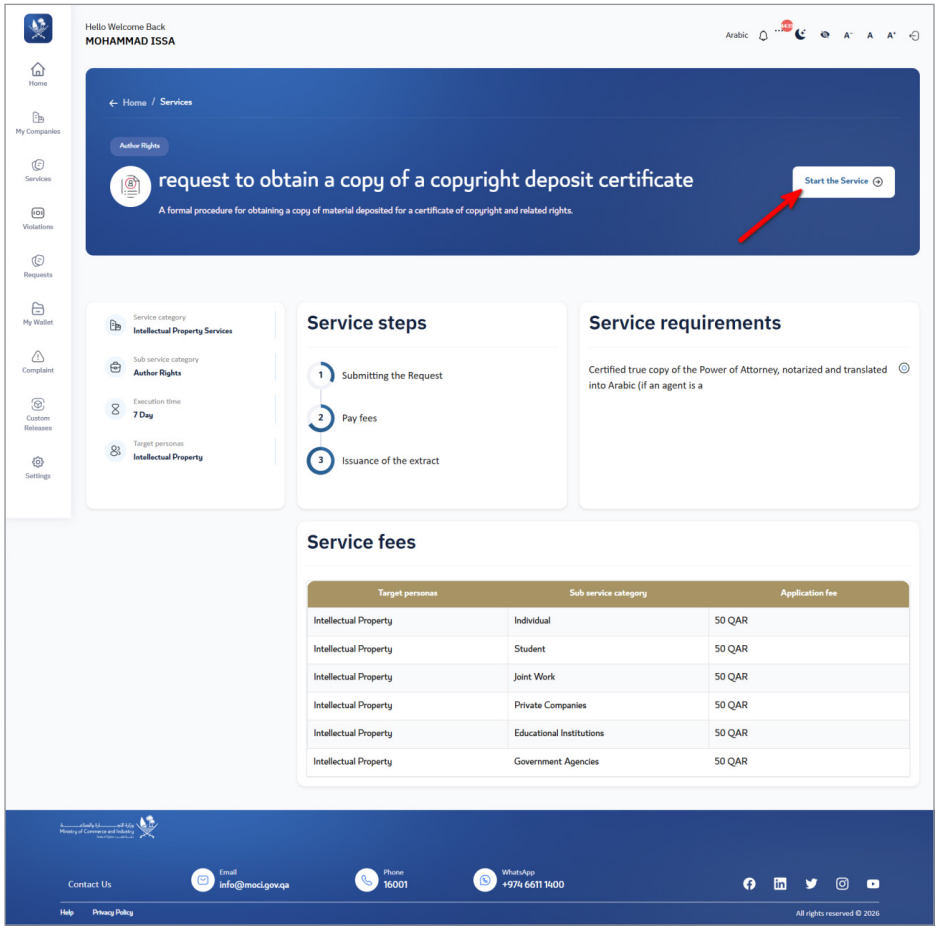
1. From the search and filter section of the electronic services page, the user must select the “Author Rights” category under “Intellectual Property” services The system will then display the list of services available to the user.
2. The user must then click on the “request to obtain a copy of a copyright deposit certificate” service.

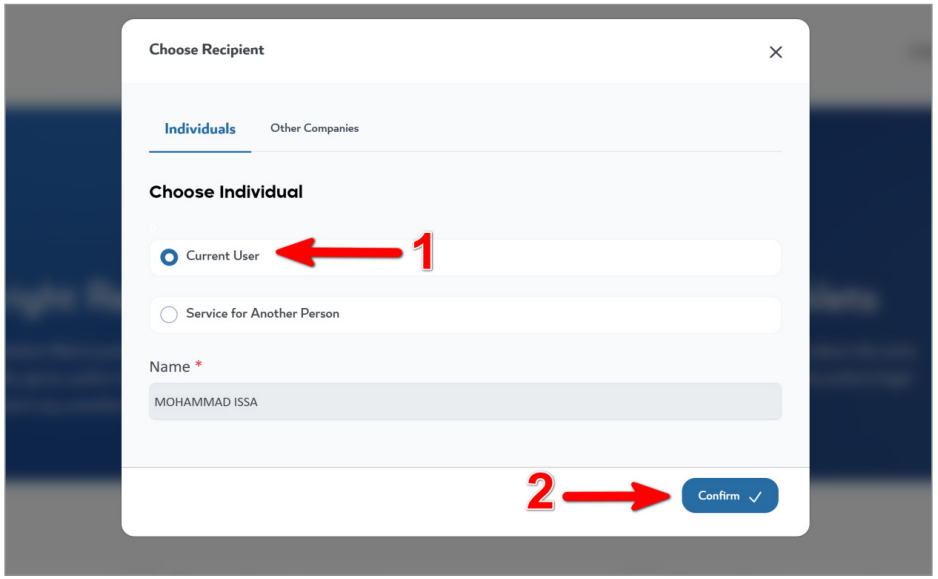


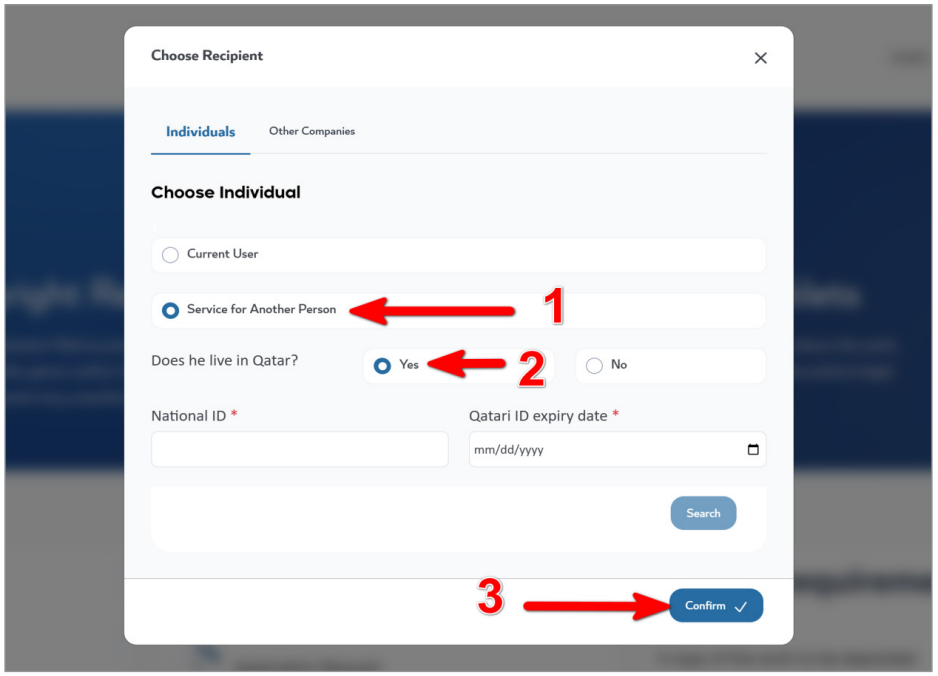
3. The system will redirect the user to the Service Details Page, which displays the following information:
    - Service name and description.
    - Service steps.
    - Service requirements.
    - Service fees.

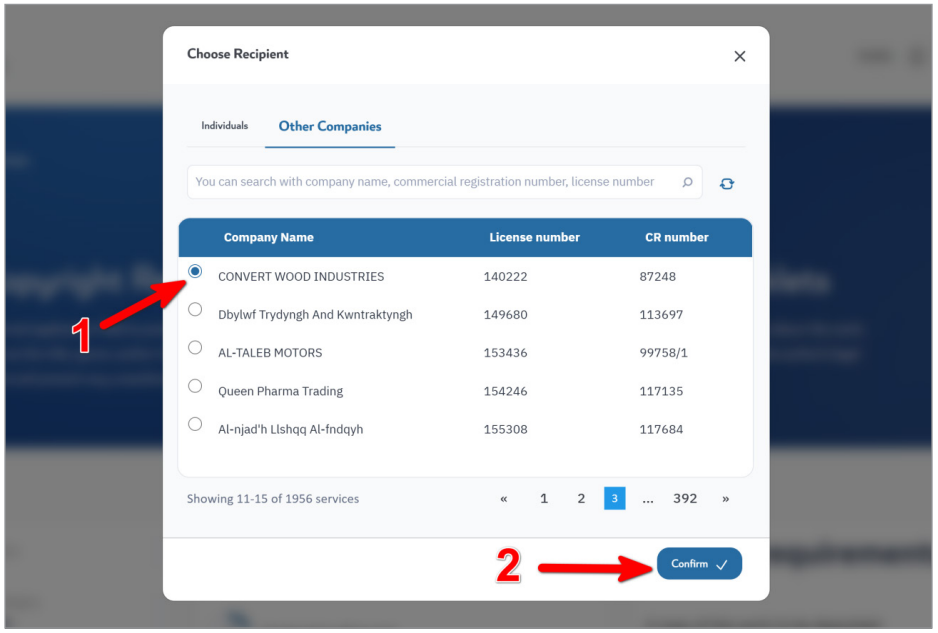


4. The user clicks the “Start the Service” button. The user can apply either as an individual or as a company.
    - If applying as an individual, the user can select themselves or submit a request on behalf of someone else, then click the “Confirm” button.
    - If applying as a company, the user selects the company and clicks the “Confirm” button.

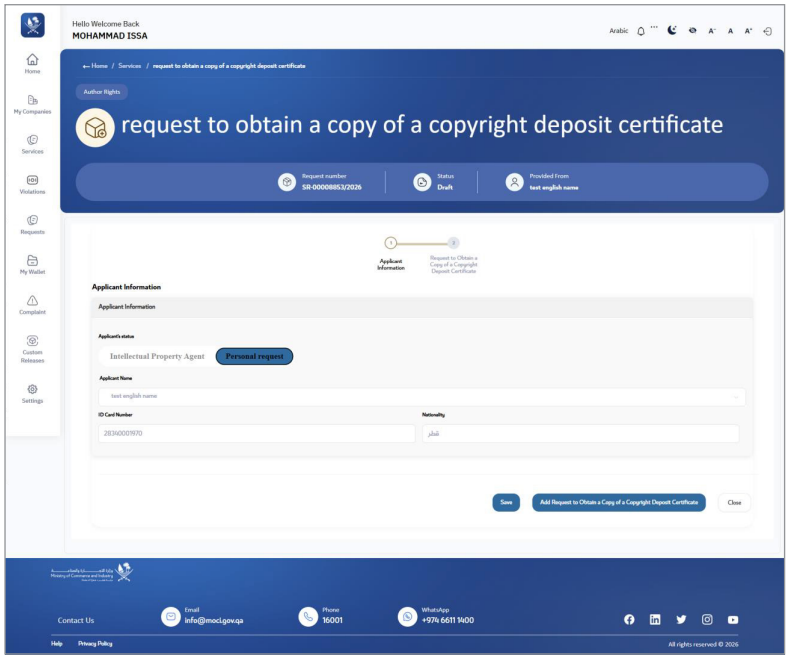


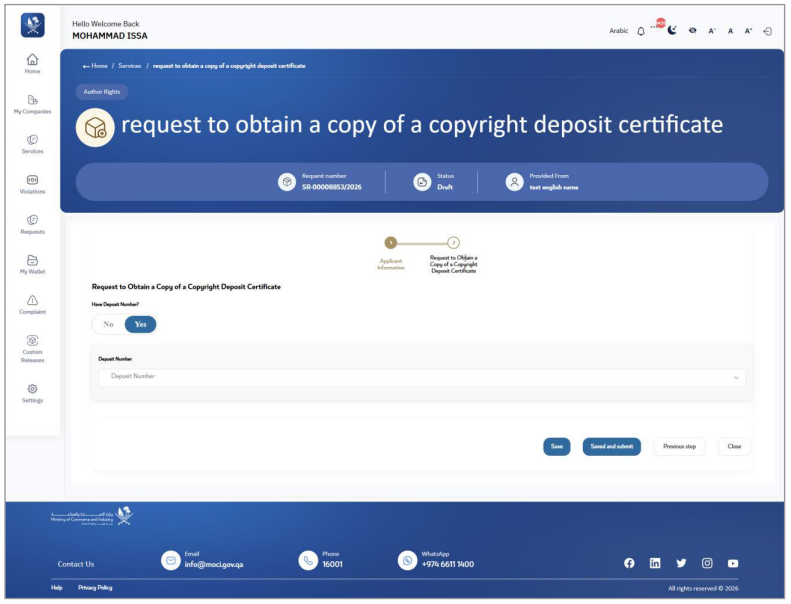

Choose Recipient
Individuals
Other Companies
Choose Individual
Current User
1
Service for Another Person
Name *
MOHAMMAD ISSA
2
Confirm


Choose Recipient
Individuals
Other Companies
Choose Individual
Current User
Service for Another Person
1
Does he live in Qatar?
Yes
2
No
National ID *
Qatari ID expiry date *
mm/dd/yyyy
Search
3
Confirm


Choose Recipient
Individuals
Other Companies
You can search with company name, commercial registration number, license number
Company Name
License number
CR number
1
CONVERT WOOD INDUSTRIES 140222 87248
Dbylwf Trydyngh And Kwntraktyngh 149680 113697
AL-TALEB MOTORS 153436 99758/1
Queen Pharma Trading 154246 117135
Al-njad'h Llshqq Al-fndqyh 155308 117684
Showing 11-15 of 1956 services
« 1 2 3 ... 392 »
2
Confirm

5. The system will display the service application form, which must be filled out to complete the request submission.

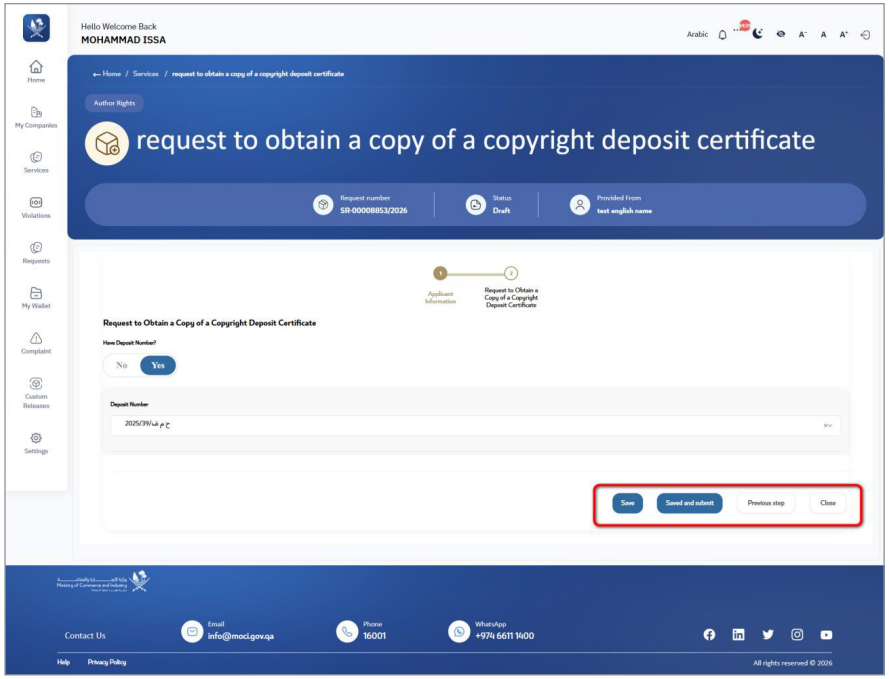




6. The user should fill in the following information in the form:

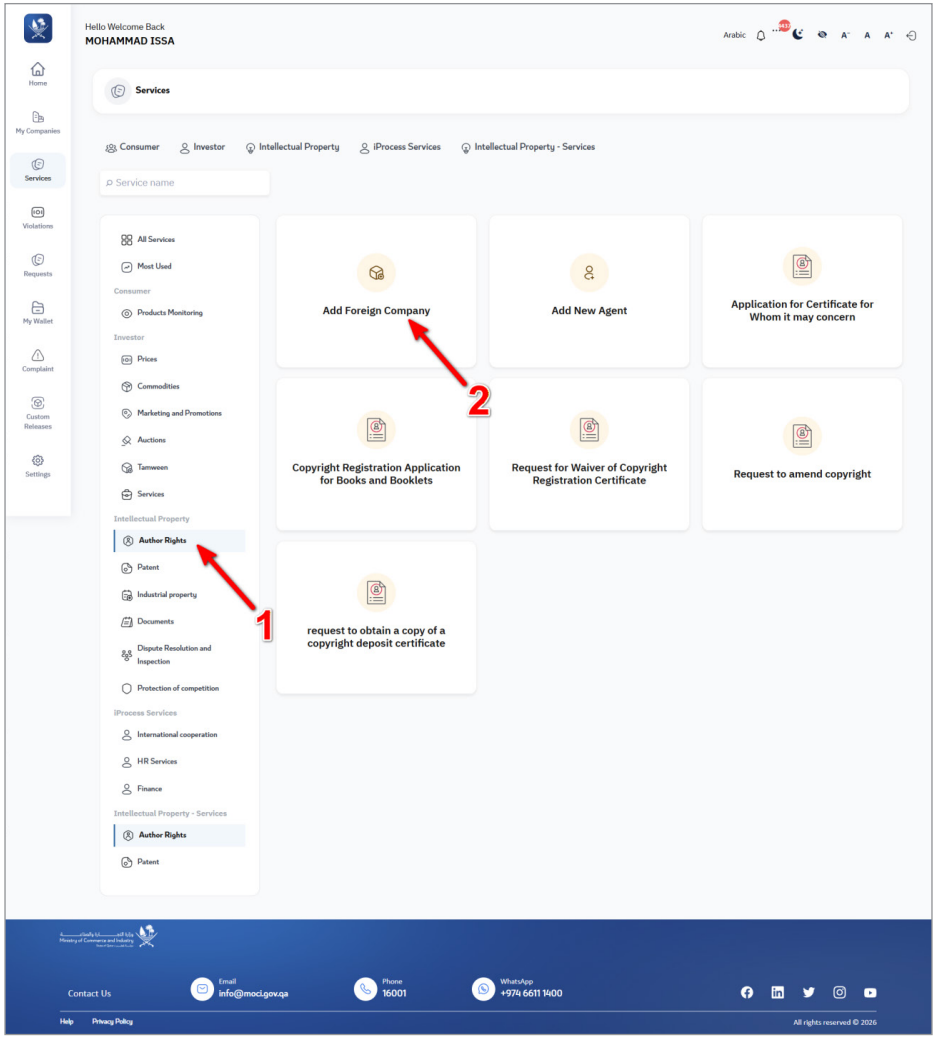
No.	Field Name	Field Type	Description
	Step 1		
1	Applicant's status	Read-only Field	
2	Applicant Name	Read-only Field	
3	ID Card Number	Read-only Field	
4	Nationality	Read-only Field	
	Step 2		
5	Have Deposit Number	Read-only Field	
6	Application Number/Deposit Number	Selection	

7. After completing all the required fields, the user can choose one of the following options:
   - Click “Save” to store the application as a draft and submit it later.
   - Click “Save and Submit” to complete and send the application immediately.
   - Click “Close” to cancel the submission process.

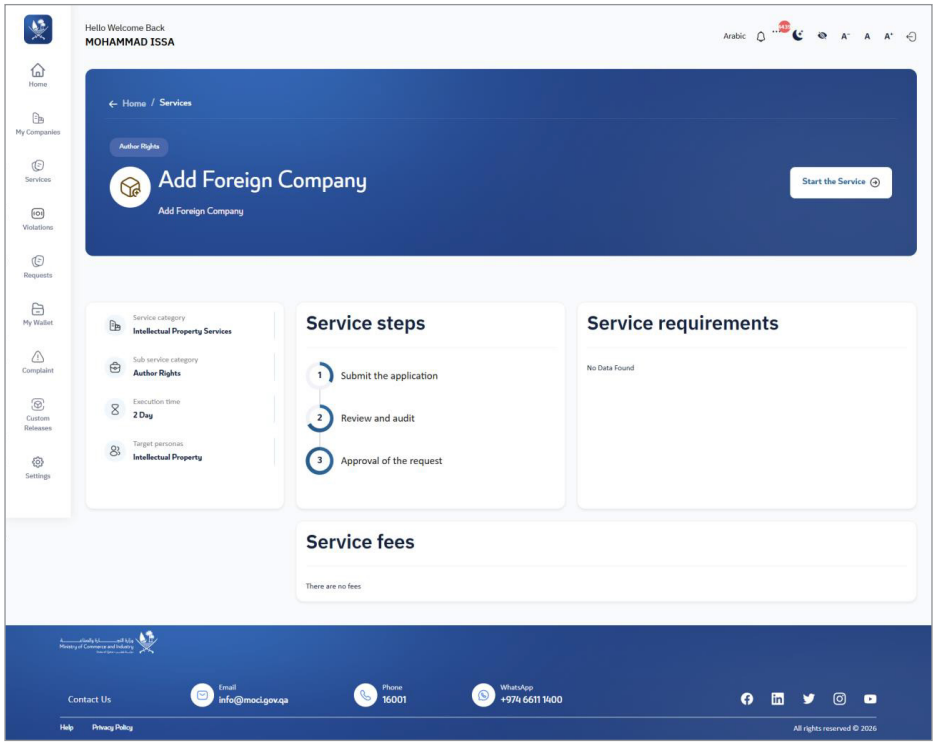


10. Steps to Submit a Request to “Add Foreign Company”

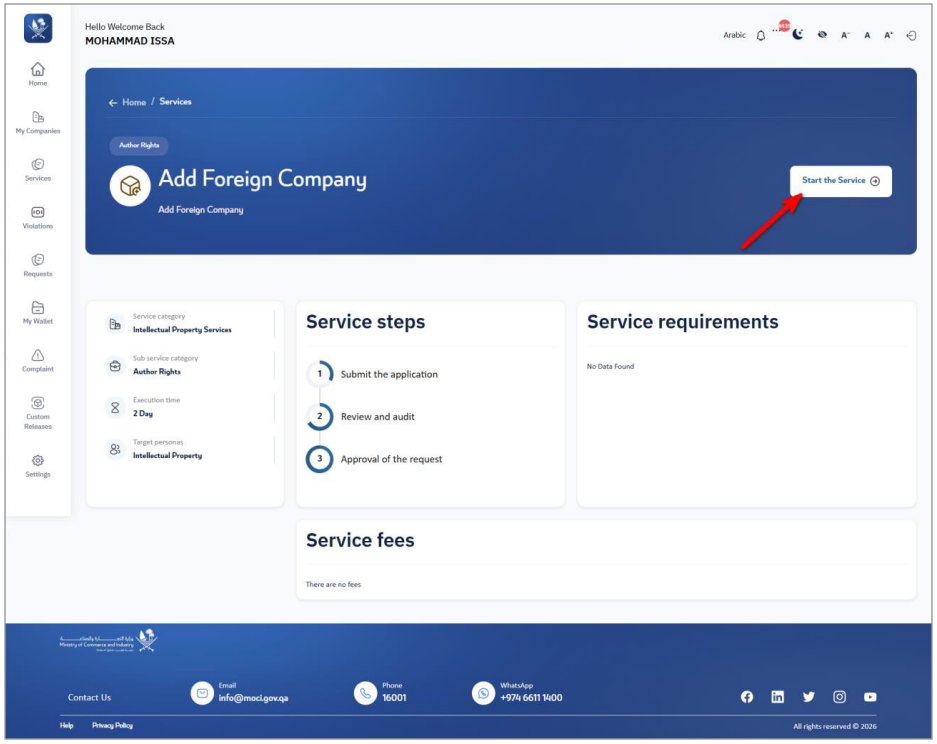
1. From the search and filter section of the electronic services page, the user must select the “Author Rights” category under “Intellectual Property” services The system will then display the list of services available to the user.
2. The user must then click on the “Add Foreign Company” service.

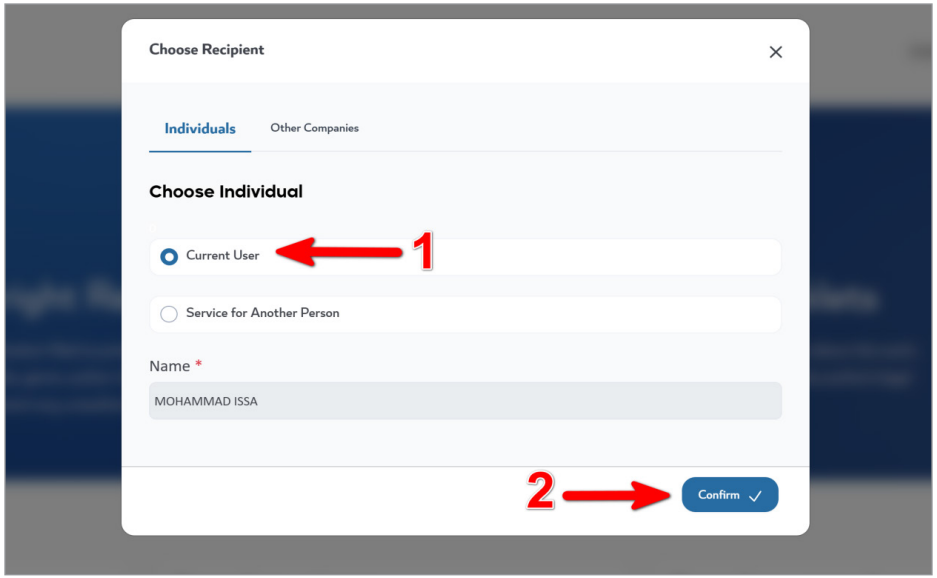


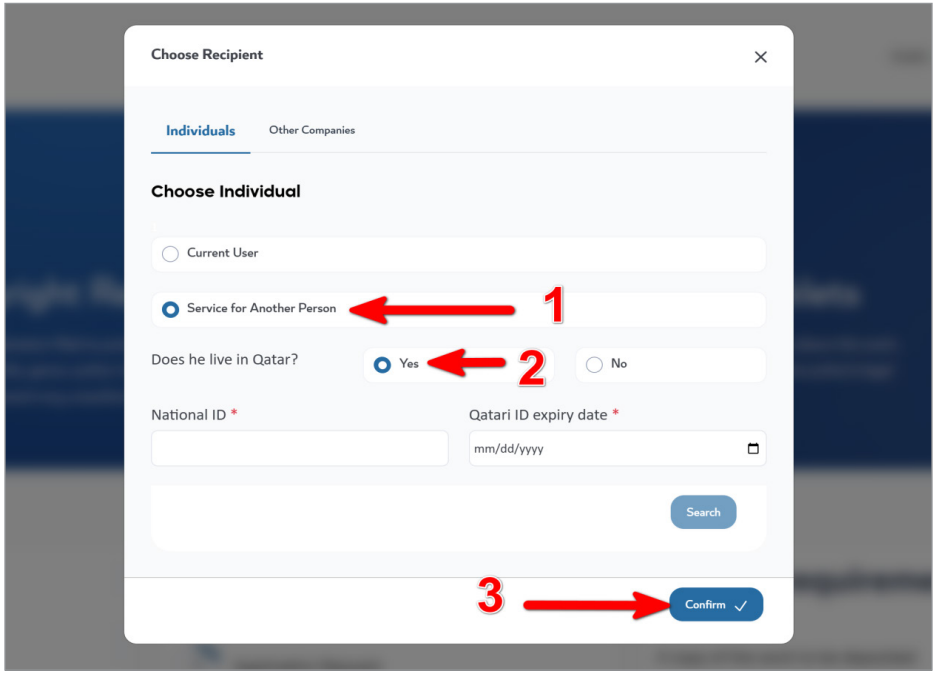
3. The system will redirect the user to the Service Details Page, which displays the following information:
   - Service name and description.
   - Service steps.
   - Service requirements.
   - Service fees.

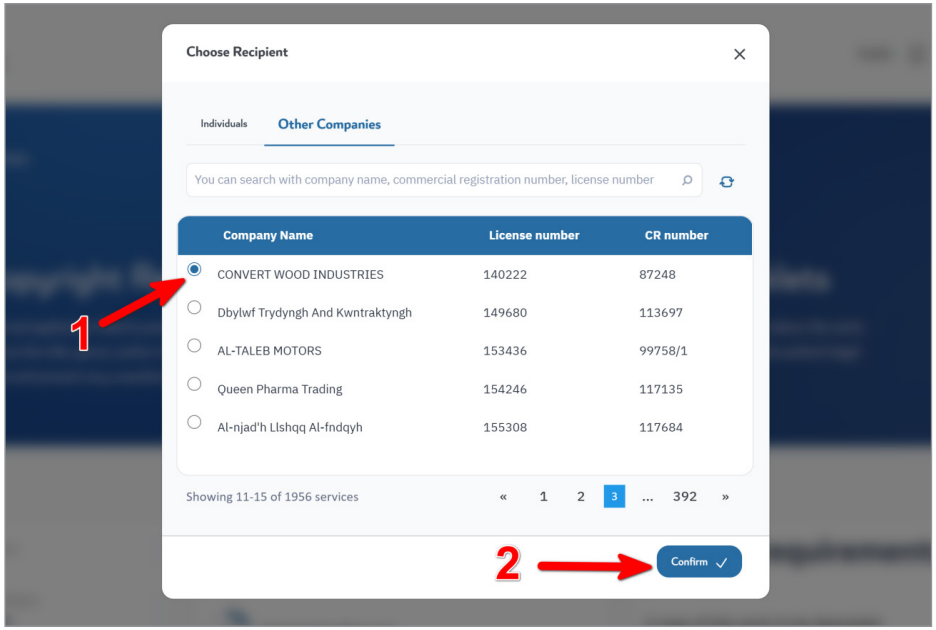


4. The user clicks the “Start the Service” button. The user can apply either as an individual or as a company.
    - If applying as an individual, the user can select themselves or submit a request on behalf of someone else, then click the “Confirm” button.
    - If applying as a company, the user selects the company and clicks the “Confirm” button.

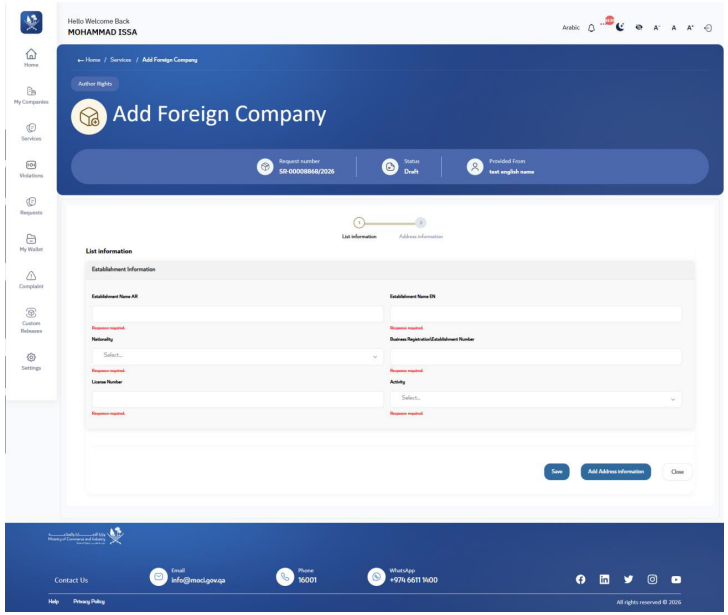


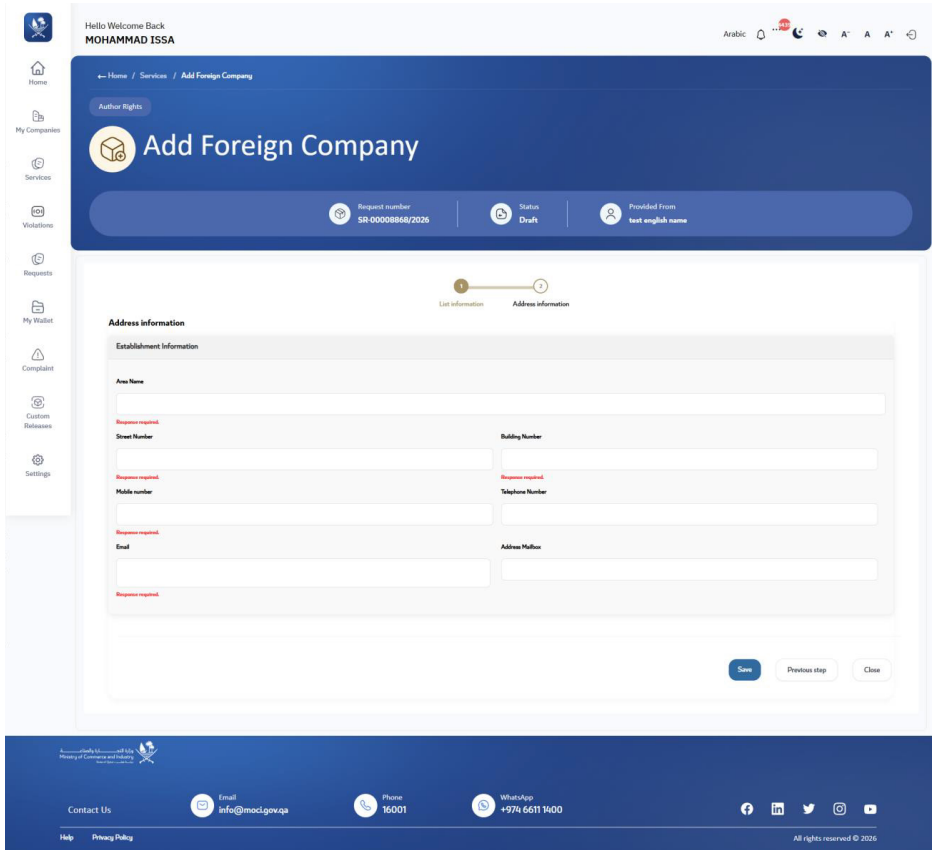






5. The system will display the service application form, which must be filled out to complete the request submission.

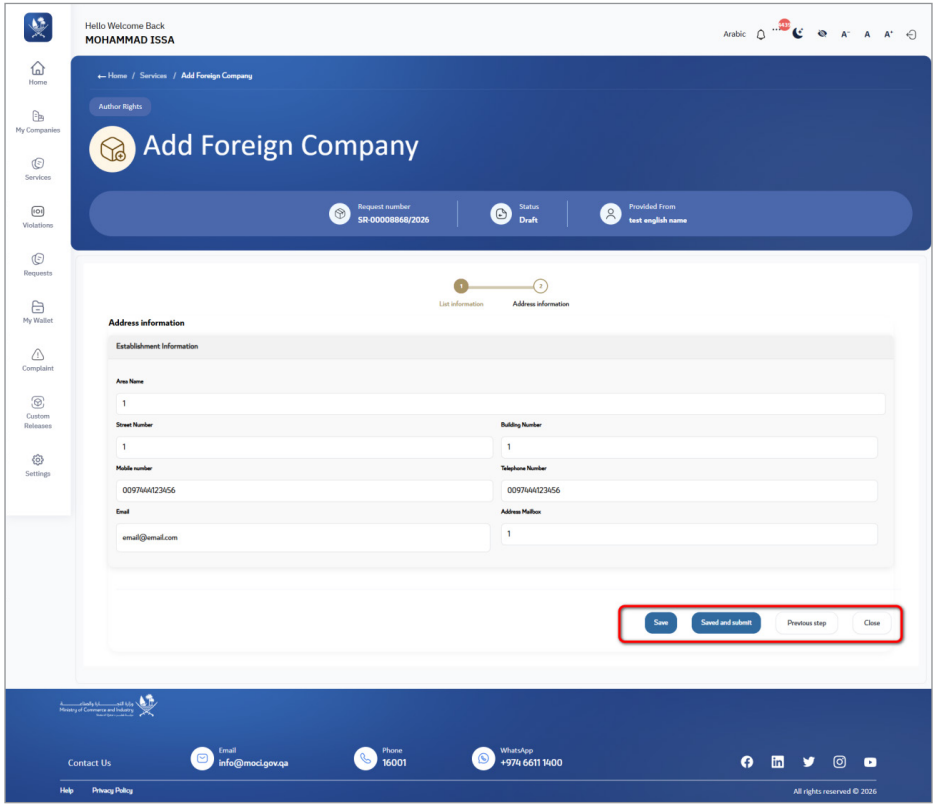




6. The user should fill in the following information in the form:

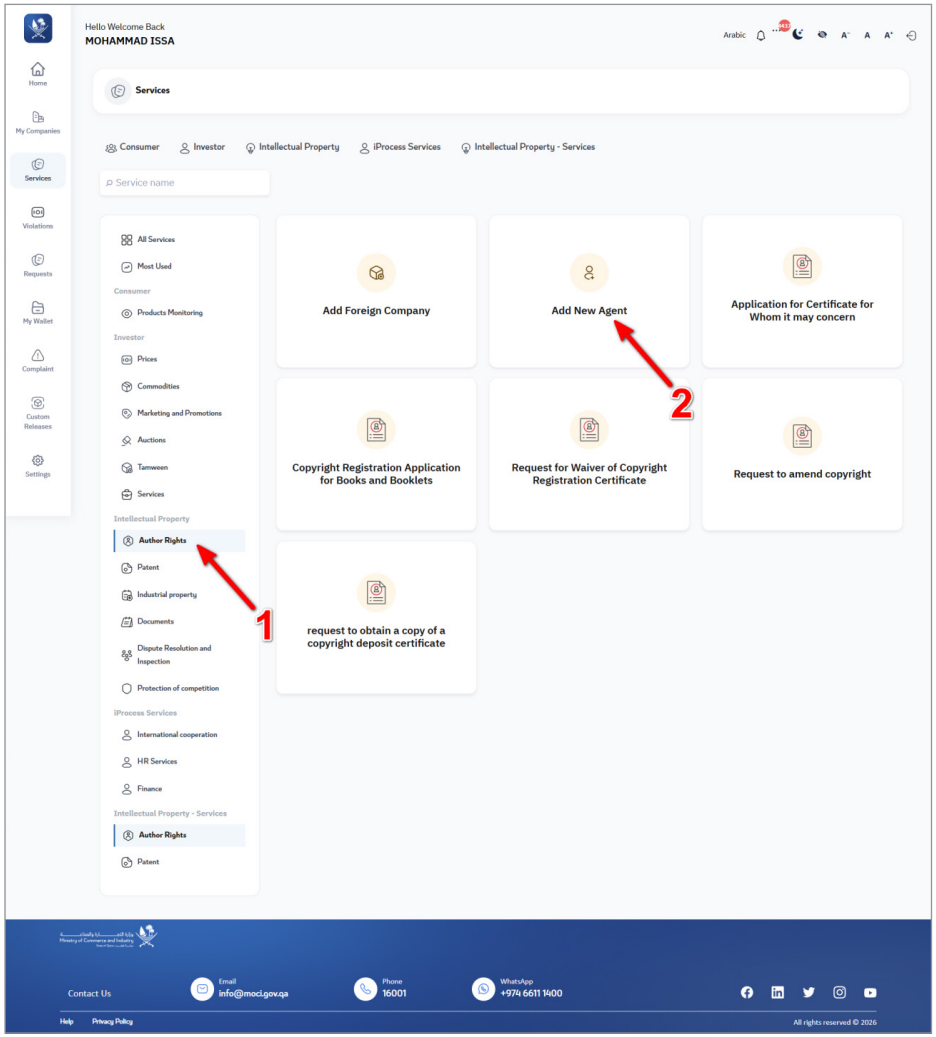
No.	Field Name	Field Type	Description
Step 1			
1	Establishment Name AR	Free Text	
2	Establishment Name EN	Free Text	
3	Nationality	Selection	
4	Business Registration\Establishment Number	Free Text	
5	License Number	Free Text	
6	Activity	Selection	
Step 2			
7	Area Name	Free Text	
8	Street Number	Free Text	
9	Building Number	Free Text	
10	Mobile number	Free Text	
11	Telephone Number	Free Text	
12	Email	Free Text	
13	Address Mailbox	Number	

7. After completing all the required fields, the user can choose one of the following options:
   - Click “Save” to store the application as a draft and submit it later.
   - Click “Save and Submit” to complete and send the application immediately.
   - Click “Close” to cancel the submission process.

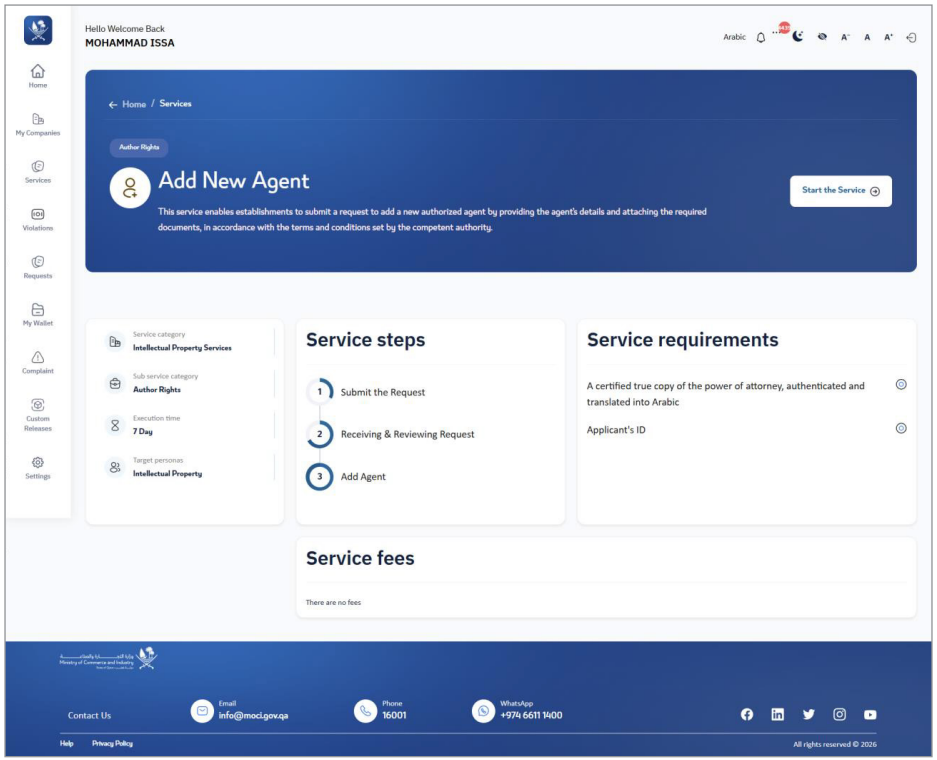


11. Steps to Submit a Request to “Add New Agent”

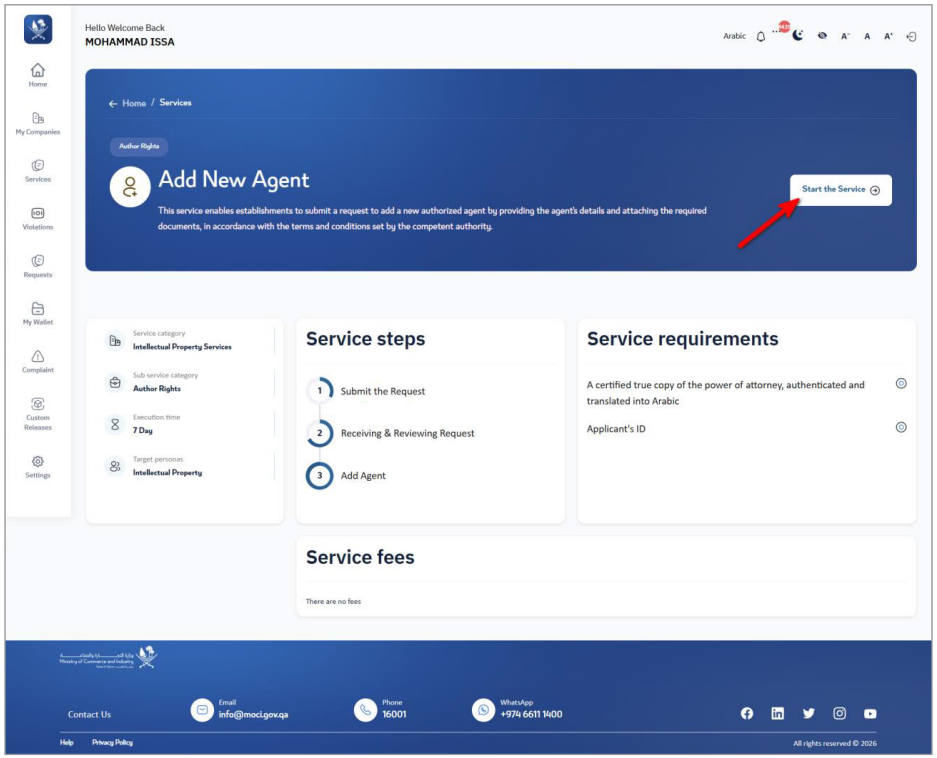
1. From the search and filter section of the electronic services page, the user must select the “Author Rights” category under “Intellectual Property” services The system will then display the list of services available to the user.
2. The user must then click on the “Add New Agent” service.

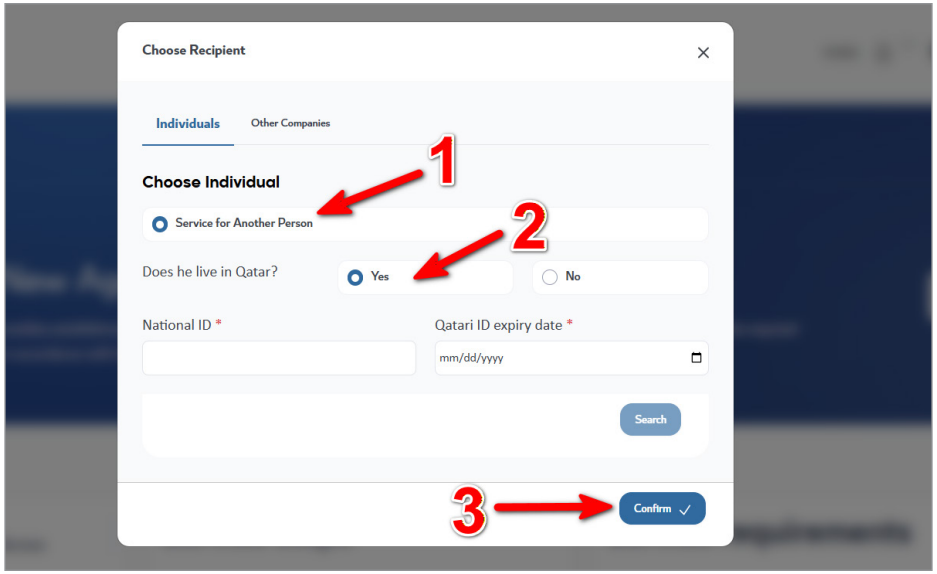


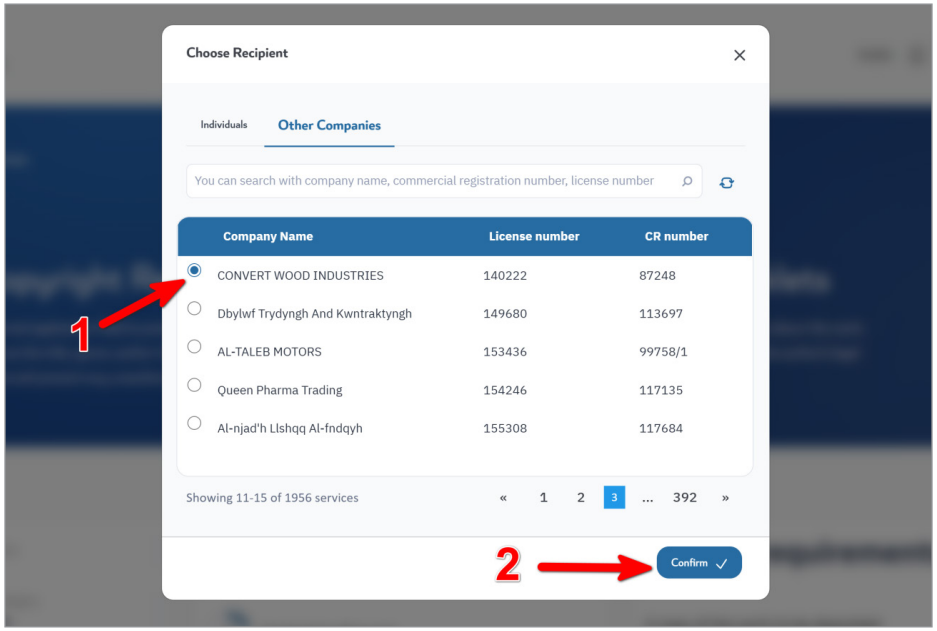
3. The system will redirect the user to the Service Details Page, which displays the following information:
   - Service name and description.
   - Service steps.
   - Service requirements.
   - Service fees.



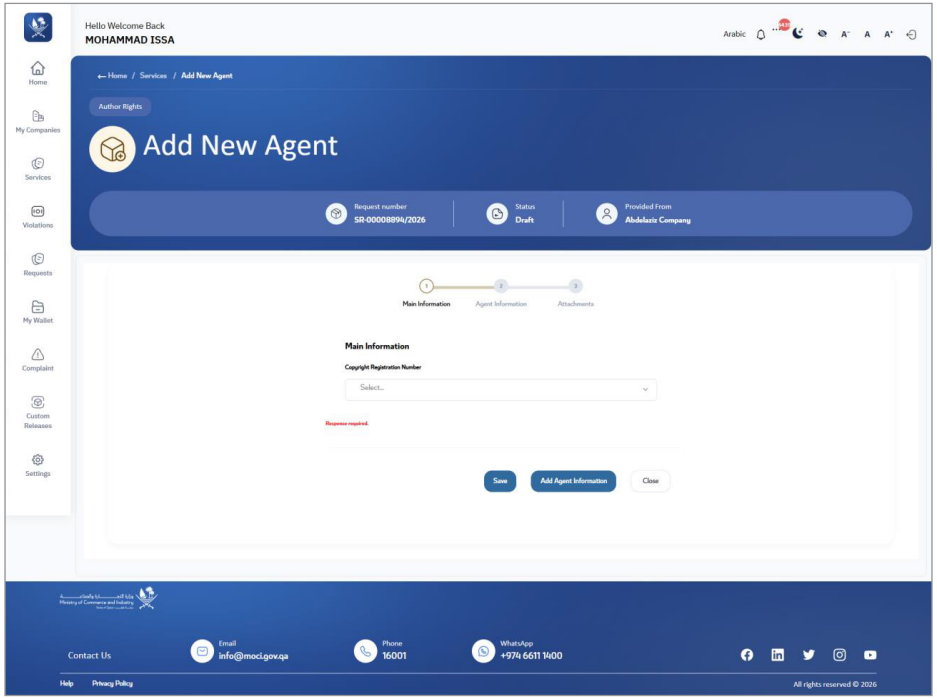
4. The user clicks the “Start the Service” button. The user can apply either as an individual or as a company.
    - If applying as an individual, the user can submit a request on behalf of someone else, then click the “Confirm” button.
    - If applying as a company, the user selects the company and clicks the “Confirm” button.

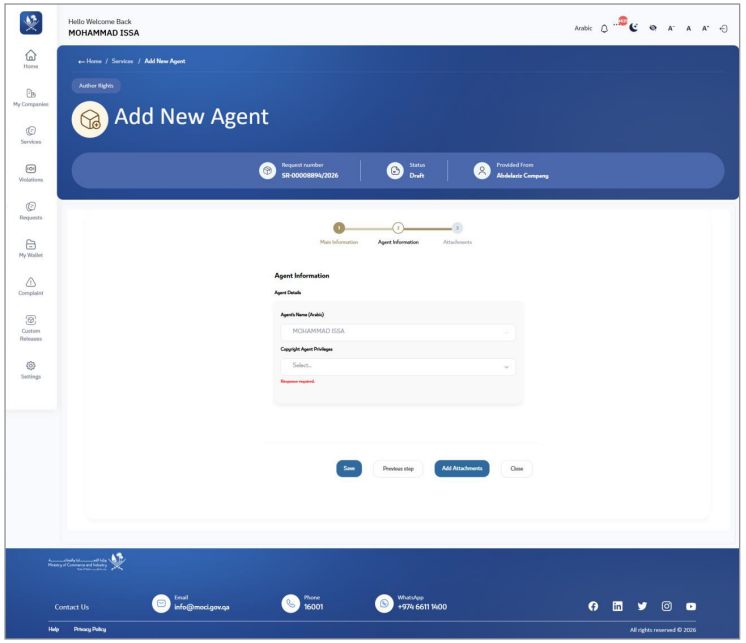


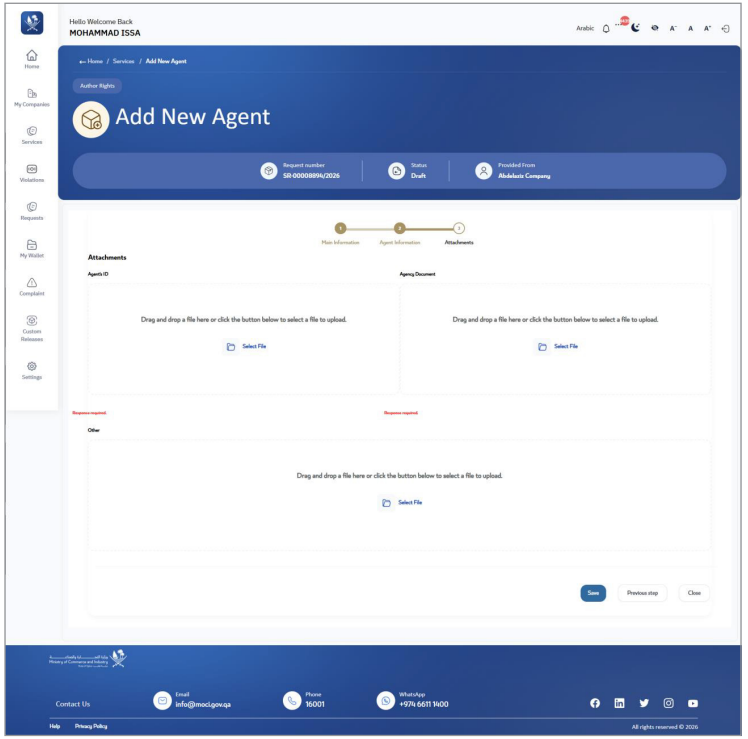




5. The system will display the service application form, which must be filled out to complete the request submission.



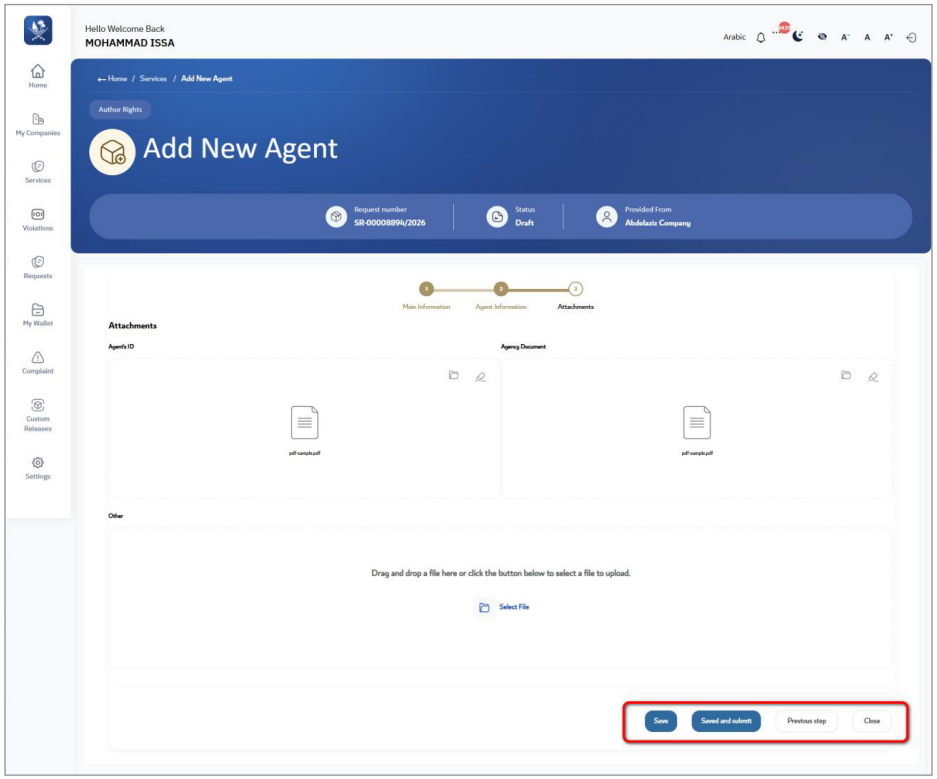




6. The user should fill in the following information in the form:

No.	Field Name	Field Type	Description
	Step 1		
1	Copyright Registration Number	Selection	
2	Agent's Name (Arabic)	Read-only Field	
3	Copyright Agent Privileges	Multi-Selection	
	Step 2		
4	Agent's ID	Attachment	
5	Agency Document	Attachment	
6	Other	Attachment	

7. After completing all the required fields, the user can choose one of the following options:
   - Click “Save” to store the application as a draft and submit it later.
   - Click “Save and Submit” to complete and send the application immediately.
   - Click “Close” to cancel the submission process.





وزارة التجـــــــارة والصناعـــــــــة

Ministry of Commerce and Industry

State of Qatar • دولـــة قطـــر