

Establishment Services Guidebook (Commercial and Home Businesses' Licenses)

Required documents:

- Building completion certificate or equivalent for the location desired to be licensed.
- If the location is leased: Rental agreement form or equivalent (deposit receipt at the Disputes Settlement Committee or a court, or what serves in opening a dispute settlement case).
- If it is subleased: Declaration form for authorization to rent real estate.
- Additional attachments may be required, depending on the nature of the business activity and the location which will be determined by the system according to the data filed in the application.

Licensing procedures:

1. Fill out an online application form (License Services Form) without modifying it or scraping anything out, and it must be signed by the license applicant;
2. Attaching the required documents.
3. Site inspection.
4. Assessing each application by the competent department (to verify the seriousness of the project);
5. Paying fees and issuing licenses.

Summary of requirements for issuing a commercial license for a home business:

Processing time:

As soon as the application process is completed.

Fees:

Fees start from QR200, unless other approvals is required.

Required documents:

- Reserved trade name as (a professional establishment).
- Commercial License Services Form
- Picture of the house from the outside and the inside, or a plan of the house specifying the space designated for work therein.
- A copy of the Electricity and Water Certificate (KAHRAMAA).
- A copy of the address plate (the Blue Plate) indicating the house's address.
- Copy of ID of the applicant and the estate owner;
- A pledge by the licensee that he/she will not violate the license conditions.
- No objection letter from the estate owner (in case the house is rented).
- No objection letter from the guardian (if the license is for a member of the household first-degree relatives only).

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Licensing procedures:

- 1.Fill out an online application form (License Services Form) without modifying it or scraping anything out, and it must be signed by the license applicant;
- 2.Attach the required documents;
- 3.Site inspection with acquaintance of area;
- 4.Assessing each application by the competent department (to verify the seriousness of the project, the suitability of the activity with the house, and to ensure that residential complex do not turn into semi-commercial complex that do not resemble residential areas);
- 5.Pay fees and issue licenses.

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Summary of requirements for issuing a commercial license for a business:

Processing time:

As soon as the application process is completed.

Fees:

Fees start from QR200, unless other approvals are required.

Service details:

This service allows the investor to issue a commercial license after completing the following:

- Reserve a trade name.
- Issuing a commercial register.
- Identifying the location.
- Issuing a commercial license to pursuit business operations.

In this case, the investor can start his business and hire employees (if needed). In addition, a commercial license may be issued as part of the comprehensive establishment stages. Additionally, the service can be activated if the investor already has a commercial register.

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