

# QATAR FINANCIAL INFORMATION UNIT

Ekhtar Portal User Guide (EN)

Version: 1.0

إختار  
EKHTAR



وحدة المعلومات المالية  
Financial Information Unit  
STATE OF QATAR

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## 1. Overview

The purpose of this guide is to assist you on using the External e-Services Portal “Ekhtar” for submitting the STR forms to (QFIU) Qatar Financial Information Unit by the Financial and Non-Financial business institutes based on the business category (**Financial Institutes (FIs)** and **Designated Non-Financial Business and Professions (DNFBPs)**).

## 2. Logging into Ekhtar Portal

### 2.1. Sign in Page

The login page will appear upon accessing the home page of the Ekhtar Portal and clicking on Log in button in the Quick Links bar.



#### ► Sign in

Username 

Password 

Remember me

**Sign in**

English

[Request New Account >](#)

Enter your username and password and press **Sign in**. You will be redirected to the [OTP Verification page](#) to enter the OTP code sent to your registered email.

\*Error message will show if the entered login details are wrong.

## 2.1.1 Change Language

The application opens by default in English. If you wish to change the language to Arabic, click on the toggle button in the sign in page. The portal screens language will be changed based on the language selection.

## 2.1.2 Remember Me

The “Remember me” checkbox option will allow you to save the login credentials (Username and Password) to be auto-filled in the next login attempt by clicking on “Remember me” checkbox.

After closing the session (Log out from the user account), the login details will be saved (auto-filled) in the next login attempt from the same browser you are using.

## 2.1.3 Request New Account

You can use the “Create new account” option if you don’t have an account on the Ekhtar portal. You will be redirected to the [Request New Account](#) page to start filling the account details and submit the request.

## 2.2. OTP Verification Page

You will be redirected to the OTP Verification Code Page to enter the OTP code sent to your registered Email Address



### Verification Code

We have sent the verification code to your Email Address

---

Submit

Enter the OTP code and click **Submit**. You will be redirected to your account [Home Page](#).

\*Error message will show if the entered OTP code is wrong.

## 3. Create New Account on Ekhtar Portal

Go to the [Sign in Page](#) then click on “Request new Account” button.

You will be redirected to the form to start filling the details for the new account request.

The form is including 4 pages as following:

### 3.1. Page 1: Reporting Entity details

The 1<sup>st</sup> page of the request account will be the “Reporting Entity”

- You will choose first the “Business Category” (Financial Institutes (FIs) or Designated Non-Financial Business and Professions (DNFBPs)).
- Based on the “Business Category” selection, a pre-defined list will show to select the Sub Category.
  - Financial Institutes (FIs)
    - Banks
    - Exchange House
    - Finance Company
    - Fintech Company
    - Insurance Company - Insurance Brokers
    - Investment Company - Asset Management Company - Advisors/Consultants
    - Financial Securities Company - Financial Brokerage Company - Securities Custody Company - Qatar Stock Exchange - Qatar Central Securities Depository
  - Designated Non-Financial Business and Professions (DNFBPs)
- Followed by a dropdown list of “The Authorized Supervisory of the Institute” to select from.
- Enter the Entity Name in both Arabic and English in the related fields

\* All the fields are mandatory to be filled to proceed to the next page



► Request Account: Reporting Entity

Business Category

- Financial Institutes (FIs) Business Category
  Designated Non-Financial Business and Professions (DNFBPs) Business Category

-Select The Authorized Supervisory of the | ▾

Financial Institutes (FIs) Business Category ▾

Reporting Entity name in English

Reporting Entity name in Arabic

Next

< back

Business Category

- Financial Institutes (FIs) Business Category
  Designated Non-Financial Business and Professions (DNFBPs) Business Category

-Select The Authorized Supervisory of the | ▾

Financial Institutes (FIs) Business Category ▾

- Financial Institutes (FIs) Business Category
- Designated Non-Financial Business Category
- Banks**
- Exchange House
- Finance Company
- Fintech Company
- Insurance Company - Insurance Brokers
- Insurance Brokers
- Investment Company - Asset Management
- Company - Advisors / Consultants
- Asset Management
- Financial Securities Company
- Financial Brokerage Company
- Securities Custody Company
- Qatar Stock Exchange
- Qatar Central Securities Depository

< back

Business Category

- Financial Institutes (FIs) Business Category
  Designated Non-Financial Business and Professions (DNFBPs) Business Category

-Select The Authorized Supervisory of the | ▾

Designated Non-Financial Business Category ▾

- Designated Non-Financial Business Category
- Person of Interest (POI)
- Legal Person/Arrangement
- Directors of the legal person

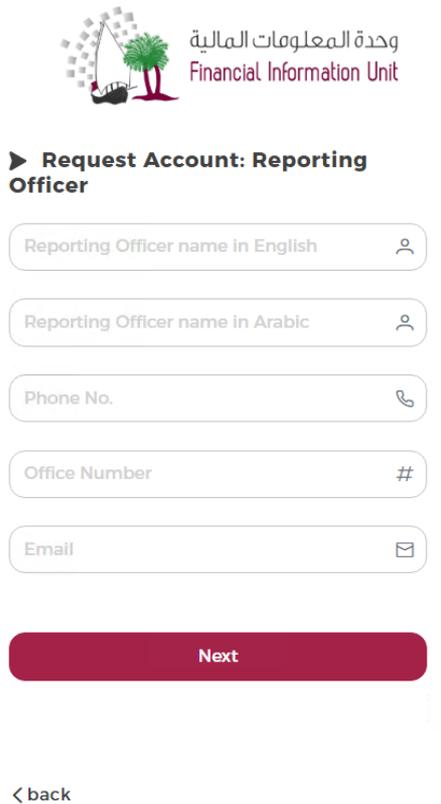
After filling the required fields, click **Next** to go to the 2<sup>nd</sup> page of the create account request.

## 3.2. Page 2: Reporting Officer details (MLRO)

The 2<sup>nd</sup> page of the request account will be the “Reporting Officer”

- You will enter first the Reporting Officer name in both Arabic and English in the related fields (Minimum number of letters to enter in the fields are 3)
- Followed by the Reporting Officer Phone No, Office Number, and Email.

\* All the fields are mandatory to be filled to proceed to the next page.



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► **Request Account: Reporting Officer**

Reporting Officer name in English

Reporting Officer name in Arabic

Phone No.

Office Number

Email

Next

< back

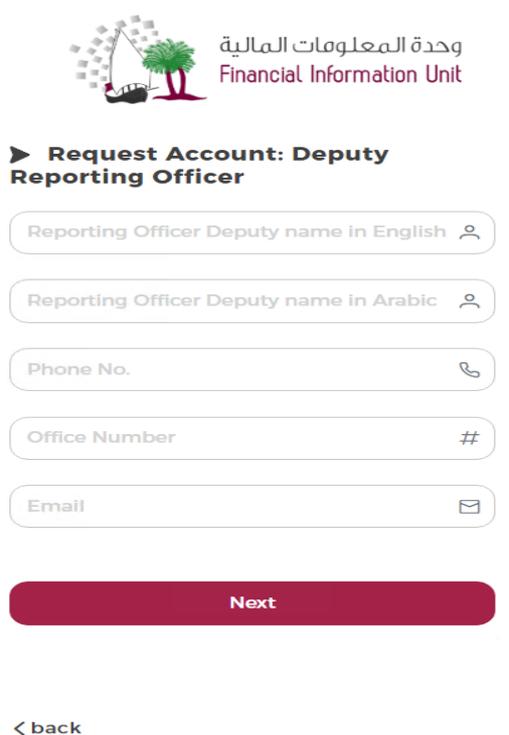
After filling the required fields, click **Next** to go to the 3<sup>rd</sup> page of the create account request or, click **back** to go to the previous page.

### 3.3. Page 3: Deputy Reporting Officer details (DMLOR)

The 3<sup>rd</sup> page of the request account will be the “Deputy Reporting Officer”

- You will enter first the Reporting Officer Deputy name in both Arabic and English in the related fields (Minimum number of letters to enter in the fields are 3)
- Followed by the Reporting Officer Deputy Phone No, Office Number, and Email.

\*The fields can be skipped by clicking “**Next**” and move to the next page as this page is not mandatory.



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► **Request Account: Deputy Reporting Officer**

Reporting Officer Deputy name in English

Reporting Officer Deputy name in Arabic

Phone No.

Office Number

Email

**Next**

< back

After filling the fields, click **Next** to go to the 4<sup>th</sup> page of the create account request or, click **back** to go to the previous page.

### 3.4. Page 4: Attachments details

The 4<sup>th</sup> page of the request account will be the “Attachments”.

- The page contains upload file fields with the (i) tip tool for details/instructions about the attachments to be uploaded (Copy of ID/Passport - Letter of intent from the entity (Company) - Letter of Approval from the Supervisory Authority (Person) - Other Documents).
- “I confirm that all data are correct” Checkbox Field.



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► **Attachments**

Copy of ID/Passport ⓘ

Upload File

Letter of Intent from the Entity (Company) ⓘ

Upload File

Letter of Approval from the Supervisory Authority (Person) ⓘ

Upload File

Other Documents

Upload File

I confirm that all data are correct

**Submit**

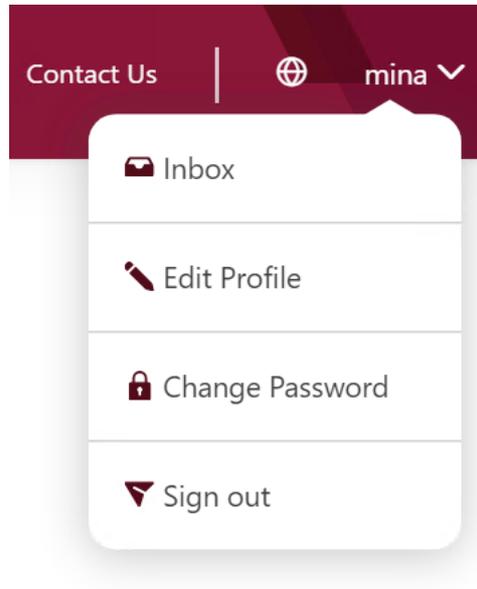
< back

After filling the required fields, click **Submit** to send the create account request to QFIU or, click **back** to go to the previous page.

## 4. Profile Management

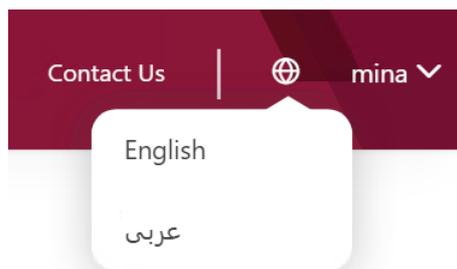
Manage your profile in terms of:

- [Changing the language](#) (English or Arabic)
- [Edit Profile](#) details.
- [Change Password](#).
- [Sign out](#) of the portal.



### 4.1. Change Language

The Ekhtar portal opens by default in English.



In the home page, click on the language icon on the top right of the screen, and choose either English or Arabic languages. The portal screens language will be changed based on the language selection.

## 4.2. Edit Profile

The Edit Profile displays your profile details and allow you to only change/update the Email and the Phone No. of the account.

▶ Edit Profile

Username  
mina

UserName English  
mina

UserName Arabic  
مينا

Address  
address

Phone No.\*  
01274556357

Email\*  
minamoheb52@yahoo.com

Cr num  
-

Entity Name

Authority Name

Category Name

Entity Type Name

Submit Cancel

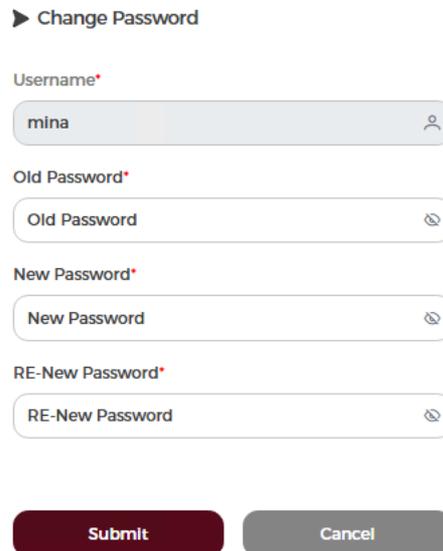
**Step 1:** Change/Update the Email and the Phone No. fields.

**Step 2:** Click on “**Submit**” button to update your user profile details.

\*Click “**Cancel**” button to exit the window.

## 4.3. Change Password

The Change Password displays the fields to change/update the account password.



The screenshot shows a 'Change Password' form with the following fields and buttons:

- Change Password** (header)
- Username\*** (text input field containing 'mina')
- Old Password\*** (password input field)
- New Password\*** (password input field)
- RE-New Password\*** (password input field)
- Submit** (dark red button)
- Cancel** (grey button)

**Step 1:** Fill in the current account password in the “Old Password” field, then write the desired password in the “New Password” field, and rewrite the desired password again in the “Re-New Password” field for validation.

**Step 2:** Click on “**Submit**” button to change the account password.

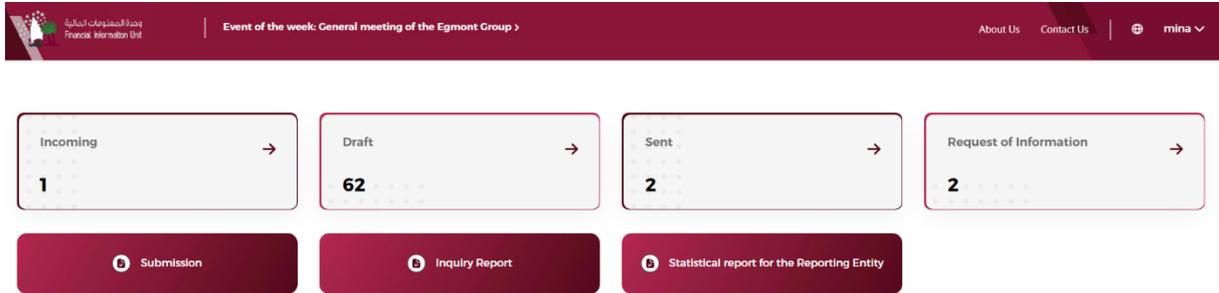
\*Click “**Cancel**” button to exit the window.

## 4.4. Sign out of the Portal

Clicking **Sign out** under your name on the top right of the screen will sign you out of the Ekhtar portal and redirect you to the [login](#) page

## 5. Ekhtar Portal Home Page

After a successful log in, you will be directed to the Home Page of Ekhtar portal. The Home Page displays the following four sections:



### 5.1. Section 1: Quick Links Bar

The Quick Links Bar includes:

- **Home Page icon:** to redirect you to the home page while you are navigating through the Ekhtar portal.
- **About us / Contact us links:** to redirect you to the [About us](#) section and the [Contact us](#) section.
- **Language icon:** to change the language of the portal.
- **User Profile icon:** to [manage your profile](#).

### 5.2. Section 2: Mailbox Dashboard

Mailbox dashboard showing the number of messages for the:

- **Incoming:** Displays the number of messages received from QFIU for any amendments, further information, or requested data on the submitted STR.
- **Drafts:** Displays the number of the saved as draft STR(s).
- **Sent:** Displays the number of the sent STR(s) to QFIU.
- **Request for Information:** Displays the number of the received RI(s) from QFIU.

### 5.3. Section 3: Reports and Action Buttons

Action buttons for:

- **STR Submission:** Action button to open the STR form to be filled and submitted to QFIU where the STR form fields and tabs will be based on the logged in user Business Category.
- **Inquiry Reports:** Action button to request Inquiry Report from QFIU that will be generated and opened in a new page.
- **Statistical Reports for the Reporting Entity:** Action button to request Statistical Report for the Reporting Entity from QFIU that will be generated and opened in a new page.

## 5.4. Section 4: About us / Contact us

A section displays QFIU Portal About us and contact us details



### ► About Us

Qatar Financial Information Unit (QFIU) serves as the national center responsible for receiving and analyzing Suspicious Transaction Reports received from financial institutions and Designated Non-Financial Business and Professions (DNFBPs), as well as any other information related to money laundering, associated predicate offences, and terrorism financing, and for disseminating, spontaneously or upon request, the results of that analysis to competent authorities.

QFIU conducts tactical and operational analysis using the available information it may receive related to money laundering, terrorism financing and predicate offences. It also conducts strategic analysis to identify ML and TF related trends and patterns in the State of Qatar.

QFIU closely cooperates with AML/CFT national authorities to exchange financial information related to suspicious ML/FT transactions, and is keen to establish a trusted relationship with the DNFBPs and Non-Profit Organizations (NPOs) supervisory authorities and coordinate with them in relation to Suspicious Transactions Reports (STRs) and information related to money laundering, associated predicate offences, and terrorism financing.

Contact Us

☎ Tele:+974 4422 1511

☎ Fax:+974 4422 1773

📍 Address:Baladiya Street 810, Doha

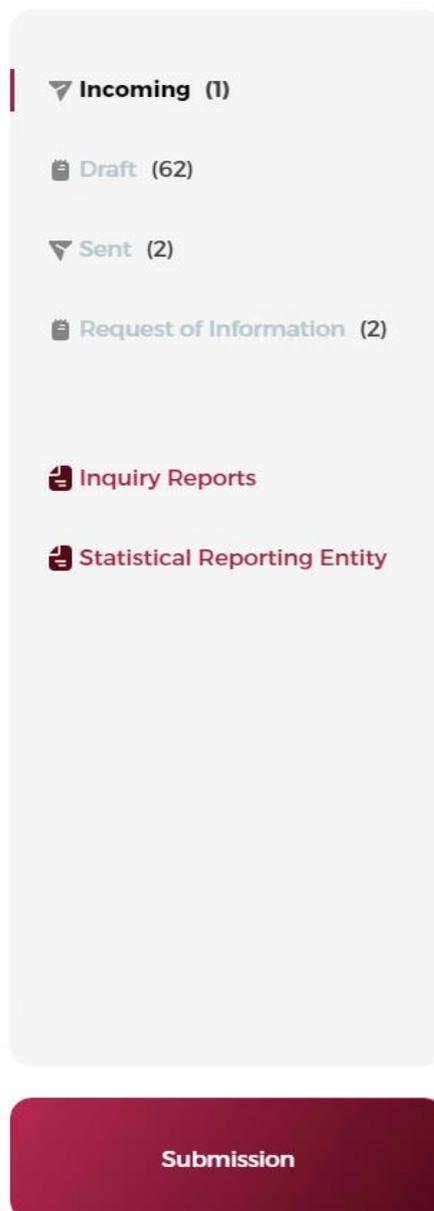
## 6. Ekhtar Portal Mailbox Page

The Mailbox page contains:

- [Incoming](#) mailbox.
- [Drafts](#) mailbox.
- [Sent](#) mailbox.
- [Request for Information](#) mailbox.

With the Action buttons for:

- STR Submission
- Inquiry Reports
- Statistical Reports for the Reporting Entity



## 6.1. Incoming Mailbox

The “Incoming” mailbox page displays the received list of messages from QFIU for any amendments, further information, or requested data on the sent STR. You can open the received message and reply back by clicking on the edit icon

The “Incoming” mailbox contains:

- STR Reference Number
- Reporting Entity (Name of the reporting entity)
- STR Title
- Send to FIU (Date of sending the STR to QFIU)
- Reporting Officer name

The screenshot shows the 'Incoming Mailbox' interface. On the left is a sidebar with navigation options: 'Incoming (1)', 'Draft (62)', 'Sent (2)', 'Request of Information (2)', 'Inquiry Reports', and 'Statistical Reporting Entity'. The main area displays a table with the following columns: 'STR Reference Number', 'Reporting Entity', 'STR Title', 'Send to FIU', and 'Repofficer Name'. A single row is visible with the date '04-05-2024' in the 'Send to FIU' column and the name 'mina' in the 'Repofficer Name' column. An edit icon is present next to the name. Below the table is a pagination control showing '1' in a red circle, indicating one message is displayed.

## 6.2. Drafts Mailbox

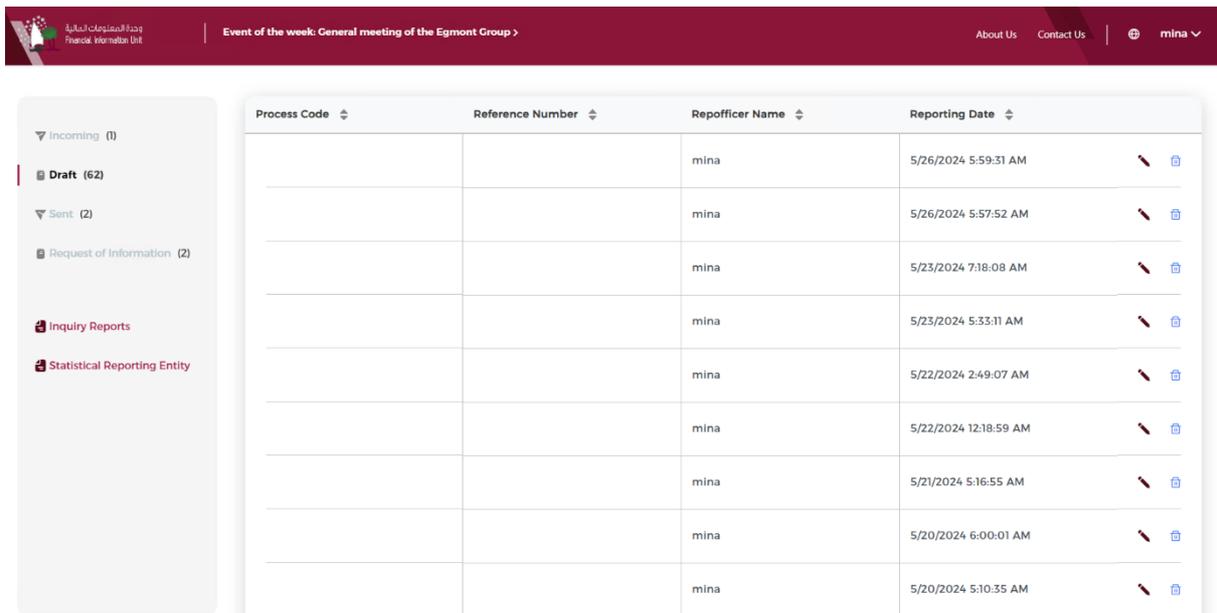
The “Draft” mailbox page displays the list of the saved as draft STR(s). You can use the Save as Draft feature if you wish to continue filling the form later or send the STR form at a later stage. You can open the saved as draft STR by clicking on the edit icon to proceed with filling the STR form or edit it from where you saved it last time.

You can choose to send Saved as Draft STR to QFIU by opening the STR and clicking the Send button or save it again as draft after the edits/updates are made by clicking the edit icon 

You can also delete the Saved as Draft STR by clicking on the delete icon 

The “Draft” mailbox contains:

- Process Code
- Reference Number (STR Reference Number)
- Reporting Officer name
- Reporting Date (Date of saving the STR as draft)



The screenshot shows the Drafts Mailbox interface. On the left is a sidebar with navigation options: Incoming (1), Draft (62), Sent (2), Request of Information (2), Inquiry Reports, and Statistical Reporting Entity. The main area displays a table with columns for Process Code, Reference Number, Repofficer Name, and Reporting Date. Each row includes edit and delete icons.

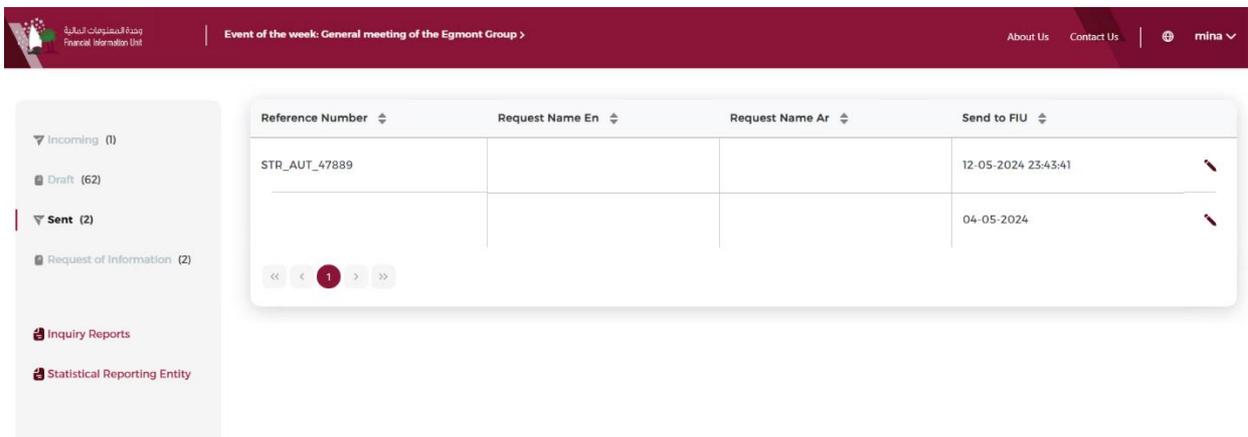
Process Code	Reference Number	Reppofficer Name	Reporting Date	
		mina	5/26/2024 5:59:31 AM	 
		mina	5/26/2024 5:57:52 AM	 
		mina	5/23/2024 7:18:08 AM	 
		mina	5/23/2024 5:33:11 AM	 
		mina	5/22/2024 2:49:07 AM	 
		mina	5/22/2024 12:18:59 AM	 
		mina	5/21/2024 5:16:55 AM	 
		mina	5/20/2024 6:00:01 AM	 
		mina	5/20/2024 5:10:35 AM	 

### 6.3. Sent Mailbox

The “Sent” mailbox page displays the list of the sent STR(s) that you sent to QFIU. You can open the STR by clicking on the edit icon  to view only the sent STR without the options of edit or re-send.

The “Sent” mailbox contains:

- Reference Number (STR Reference Number)
- Request Name En
- Request Name Ar
- Send to FIU (Date of sending the STR to QFIU)



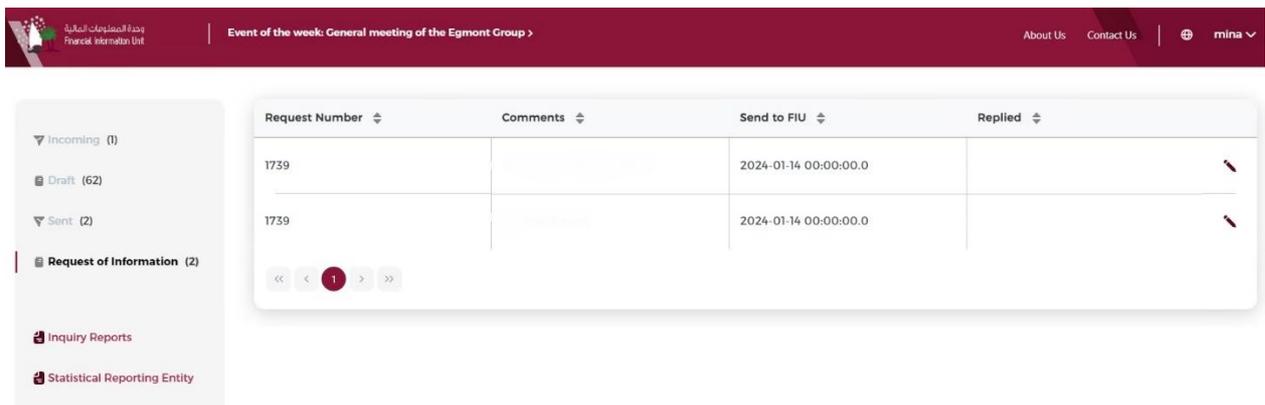
## 6.4. Request for Information Mailbox

In some cases, QFIU can send to you a Request for Information (RI) that might be related to any suspicious activity and might not be related to any submitted STR(s).

The “Request for Information” mailbox page displays the list of the received RI(s) by QFIU where you can open the RI by clicking on the edit icon  to view the RI and reply to QFIU by writing a comment and uploading files.

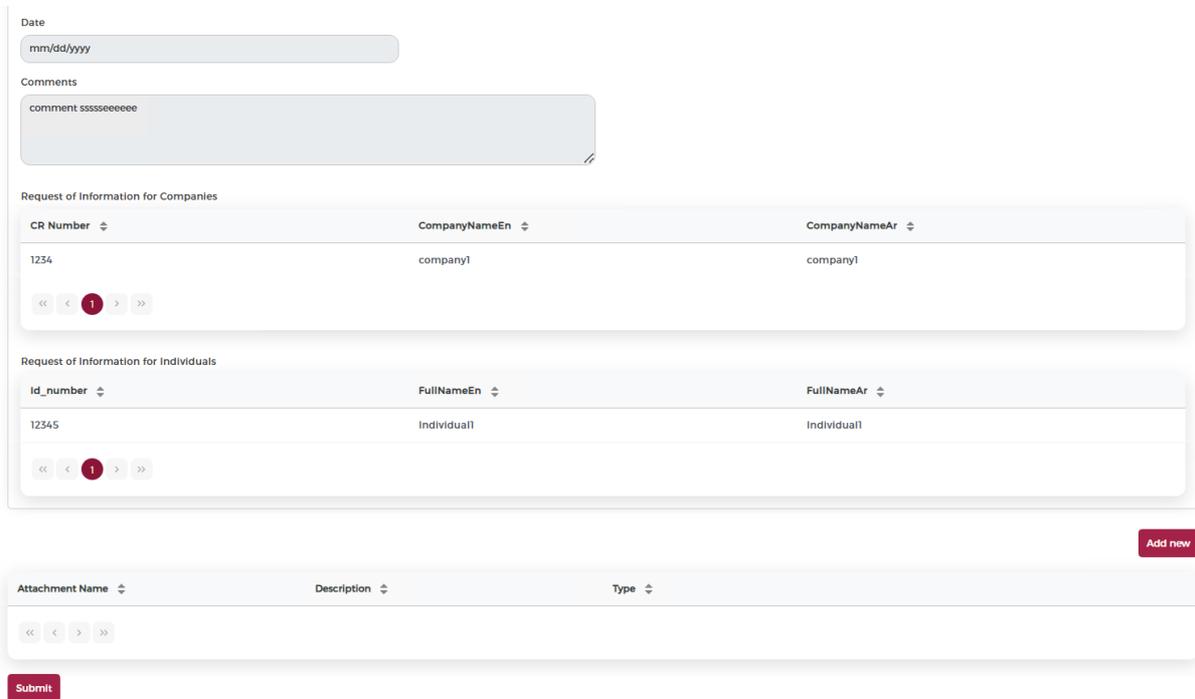
The “Request for Information” mailbox contains:

- Request Number (RI Reference Number)
- Comments
- Send to FIU (Date of sending the RI to QFIU)
- Replied (The status of the reply):
  - Sent status if the user replied to QFIU
  - Reply status if the user still didn't reply



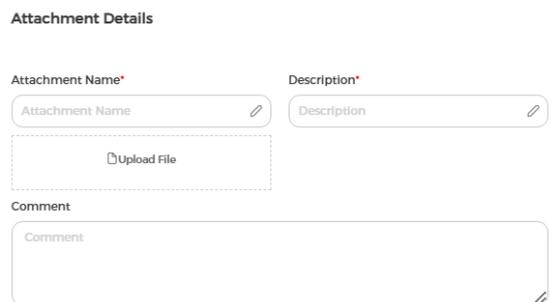
### 6.4.1. Reply to the Request for Information

By clicking on the edit icon  to view the RI, you can view the details of request and reply to QFIU by writing a comment in the comments section and upload files in the attachments section by clicking on “Add new” button . Click on “Submit” button  to send your reply to QFIU.



The screenshot displays the 'Reply to the Request for Information' form. At the top, there is a 'Date' field with a placeholder 'mm/dd/yyyy'. Below it is a 'Comments' section with a text area containing 'comment sssseeeeeee'. The form is divided into two main sections: 'Request of Information for Companies' and 'Request of Information for Individuals'. Each section contains a table with columns for identification numbers and names. The 'Request of Information for Companies' table has columns 'CR Number', 'CompanyNameEn', and 'CompanyNameAr', with a row containing '1234', 'company1', and 'company1'. The 'Request of Information for Individuals' table has columns 'Id\_number', 'FullNameEn', and 'FullNameAr', with a row containing '12345', 'Individual1', and 'Individual1'. Below these tables is an 'Attachments' section with columns 'Attachment Name', 'Description', and 'Type'. At the bottom right of the form is an 'Add new' button, and at the bottom left is a 'Submit' button.

In the attachments section, a popup window will open to add the Attachments Details of the uploaded file(s) and click then click “Save” to upload the file(s) or click “Cancel” to close the window



The 'Attachment Details' popup window is shown. It has a title bar with 'Attachment Details' and a close button. The form contains two required fields: 'Attachment Name\*' and 'Description\*', each with a text input field and an edit icon. Below these fields is an 'Upload File' button with a file icon. At the bottom is a 'Comment' section with a text area.

## 7. STR Submission

The STR form fields and tabs will be based on your account Business Category and sub-category which is mapped in the [STR Submission Matrix](#).

There are fixed tabs for all the Business Categories (Submission Details – Reporting Entity Information – Suspicious Subject - Attachments)

The other tabs will be changed based on the Business Category and sub-category mapped in [STR Submission Matrix](#).

You have to fill all the required fields (\*) in the STR form in order to be able to submit the form to QFIU using the “Send” button 

You can navigate between the tabs by clicking on the header of each tab.

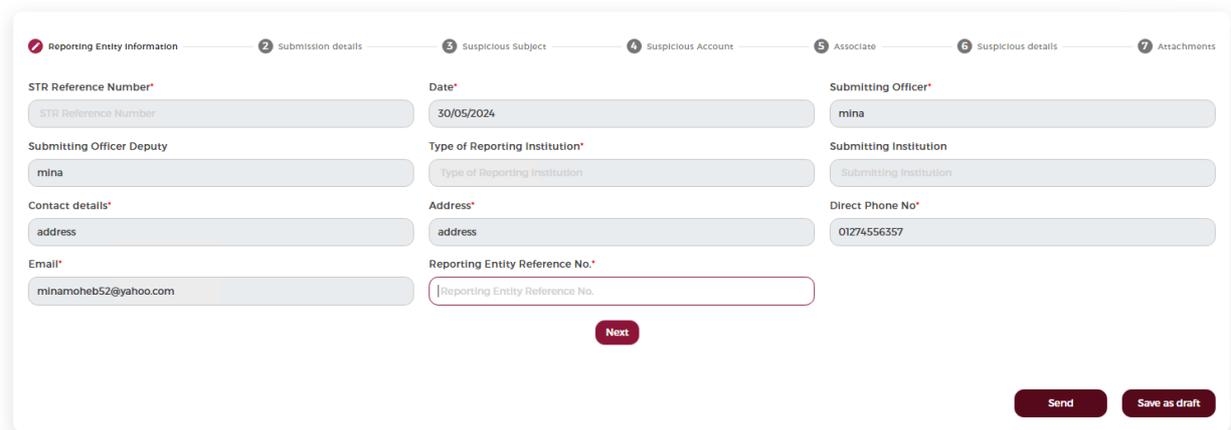
You can save the STR form as a draft using the “Save as Draft” button  if you wish to continue filling the form later or send the STR form on a later stage. The saved as draft forms will be listed in your “Draft” mailbox.

### 7.1. Tab 1: Reporting Entity Information

**Visibility:** Visible to all Business Categories

The “Reporting Entity Information” in the 1<sup>st</sup> tab will be auto-populated from your account details and it will be disabled.

The “Reporting Entity Reference Number” field will be only required to be filled.



Click on the “Next” button  to proceed to the next tab.

## 7.2. Tab 2: Submission Details

**Visibility:** Visible to all Business Categories

In the 2<sup>nd</sup> tab “Submission Details”, start filling the required fields to be able to proceed to the next tab.

The screenshot shows the 'Submission details' tab in a multi-step process. The steps are: 1. Reporting Entity information, 2. Submission details (current), 3. Suspicious Subject, 4. Suspicious Account, 5. Associate, 6. Suspicious details, and 7. Attachments. The form contains the following fields:

- Old STR Reference Number: A text input field with a placeholder 'Old STR Reference Number'.
- Suspicious Transaction Report Type: A dropdown menu.
- Urgent Requirements: Radio buttons for Yes, No, and Unknown.
- Suspicious Crime Type: A dropdown menu with 'Select' as the placeholder.
- Suspicion Reasons: A dropdown menu with 'Select' as the placeholder.
- Is this report related to Politically Exposed Persons (PEPs)?: Radio buttons for Yes and NO.
- Transaction Category: Radio buttons for One Transaction, Multiple Transaction, and No Transaction.
- Transaction Type: A dropdown menu with 'Select' as the placeholder.

At the bottom of the form, there are four buttons: 'back', 'Next', 'Send', and 'Save as draft'.

If you choose “Yes” value in the “Urgent Requirements” field, a new field will appear to enter the “Action”.

This close-up shows the 'Urgent Requirements' field with the 'Yes' radio button selected. Below it, the 'Action' dropdown menu is open, displaying three options: 'Freezing', 'Stop Transaction', and 'Block Transaction'. The 'Block Transaction' option is highlighted in blue.

Click on the “Next” button **Next** to proceed to the next tab or, click on the “Back” button **back** to go back to the previous tab.

## 7.3. Tab 3: Suspicious Subject

**Visibility:** Visible to all Business Categories

In the 3<sup>rd</sup> tab, the “Suspicious Subject” details will show 4 sub-tabs to choose from:

- [Individual](#)
- [Company](#)
- [Individual & Company](#)
- [Trust](#)

Based on each selection, the fields will change per selection. start filling the required fields to be able to proceed to next tabs.

## Individual (Person of Interest POI)

The details below will be related to the selection of the “Individual” tab.

If you choose “Resident” value in the “Residency Type” field, the field “Passport No.” will be mandatory to fill.

If you choose “Non-Resident” value in the “Residency Type” field, two new fields will appear to enter the “QID No” and the “QID Expiry Date” and the field “Passport No.” will be not be mandatory to fill.

The screenshot shows a web form for reporting a Person of Interest (POI). At the top, there is a progress bar with seven steps: 1. Reporting Entity Information, 2. Submission details, 3. Suspicious Subject, 4. Suspicious Account, 5. Associate, 6. Suspicious details, and 7. Attachments. Below the progress bar, there are radio buttons for 'Individual' (selected), 'Company', 'Individual & Company', and 'Trust'. A red box highlights 'Person of Interest (POI)'. The form fields are organized into columns: 'Individual\*' (dropdown), 'Residency Type\*' (dropdown with 'Resident' selected), 'GCC ID No.' (text), 'QID No.\*' (text), 'QID Expiry Date\*' (calendar), 'Passport No.' (text), 'Nationality\*' (dropdown), 'Full Arabic Name\*' (text), 'Full English Name\*' (text), 'Aliases' (text), 'Date of Birth\*' (calendar), 'Gender\*' (dropdown), 'Address' (text), 'Street' (text), 'P.O.Box' (text), 'Mobile No.' (text), 'Country of residence' (dropdown), 'Occupation' (text), 'Driver's license details' (text), 'Employer details' (text), and 'Other personal information' (text area). At the bottom, there are 'back' and 'Next' buttons.

This screenshot shows the same form as above, but with the 'Residency Type\*' dropdown set to 'Non-Resident'. In this configuration, the 'Passport No.' field is no longer present, and the 'QID No.\*' and 'QID Expiry Date\*' fields are present. Additionally, 'Send' and 'Save as draft' buttons are visible at the bottom right of the form area.

## Company (Company / Business Information)

The details below will be related to the selection of the “Company” tab.

The screenshot shows a multi-step form for company registration. The current step is 'Company / Business Information'. It includes fields for Country Name, Branch Count, Name of company/business (Arabic and English), Registered Address, Founders, Address, Phone Numbers, CR Number, License Number, Branch Name, Type of company/business, Legal Form, Incorporation Date, Incorporation Place, Establishment Code, Signatories Name, Street, and P.O.Box.

Below the form are two table sections:

- Company / Business contact details:** A table with columns: Name, Phone No., Mobile, Email, Other information. It contains one entry for 'John' with phone number 99889900, mobile 40010010, and email john@test.co.
- Company Directors and/or Business Owners:** A table with columns: Name, Phone No., Mobile, Email, Other information. It contains one entry for 'Mike' with phone number 99005544, mobile 34439933, and email mike@test.co.

Each table has an 'Add new' button and a delete icon. Navigation buttons 'back' and 'Next' are at the bottom.

By clicking the “Add new” button in both “Company / Business contact details” and “Company Directors and/or Business Owners” sections, a popup window will open to add the related details and then click “Save” button to save the details in the related section in the table view where you can reopen it again to edit or delete the entries by clicking on the delete icon . To close the window, click the “Cancel” button.

The screenshot shows two side-by-side popup windows for adding details:

- Company / Business contact details:** Fields for Name, Mobile, Phone No., Email, and Other information.
- Company Directors and/or Business Owners:** Fields for Name, Mobile, Phone No., Email, and Other information.

Each popup has 'Cancel' and 'Save' buttons at the bottom.

## Individual & Company

The details below will be related to the selection of the “Individual & Company” tab.

Both details of the Person of Interest POI and the Company / Business Information mentioned above will be shown in this sub-tab to be filled together.

Individual  Company  Individual & Company  Trust

**Person of Interest (POI)**    Company / Business Information

## Trust

The details below will be related to the selection of the “Trust” tab.

Reporting Entity Information    Submission details    Suspicious Subject    **Suspicious Account**    Associate    Suspicious details    Attachments

Individual  Company  Individual & Company  Trust

**Trust**

Trust Name*	Nature and purpose of the trust	Jurisdiction
<input type="text"/>	<input type="text"/>	<input type="text"/>
Trust establishment date	Identity of settlor(s)	Identity of trustee
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>
Identity of protector(s)	Beneficiary or Beneficiaries	Other particulars
<input type="text"/>	<input type="text"/>	<input type="text"/>

After filling the fields in the selected sub-tab in “Suspicious Subject” tab, click on the “Next” button  to proceed to the next tab or, click on the “Back” button  to go back to the previous tab.

## 7.4. Tab 4: Suspicious Account

**Visibility:** Visible to the following Business Categories (**Banks - Finance Company - Investment Company - Asset Management Company - Advisors / Consultants - Financial Securities Company - Financial Brokerage Company - Securities Custody Company - Qatar Stock Exchange - Qatar Central Securities Depository**)

In the 4<sup>th</sup> tab “Suspicious Account”, start filling the required fields to be able to proceed to the next tab.

By clicking the “**Add new**” button , a popup window will open to add the Suspicious Account details and then click “**Save**” button to save the details in the related section in the table view where you can reopen it again to edit or delete the entries by clicking on the delete icon . To close the window, click the “**Cancel**” button.

Click on the “**Next**” button  to proceed to the next tab or, click on the “**Back**” button  to go back to the previous tab.

## 7.5. Tab 5: Associate

**Visibility:** Visible to all Business Categories.

In the 5th tab “Associate”, start filling the required fields to be able to proceed to the next tab.

By clicking the “**Add new**” button  in both “[Individual Associate](#)” and “[Company Associate](#)” sections, a popup window will open to add the related details and then click “**Save**” button to save the details in the related section in the table view where you can reopen it again to edit or delete the entries by clicking on the delete icon . To close the window, click the “**Cancel**” button.

In the “Individual Associate”, if you choose “Resident” value in the “Residency Type” field, the field “Passport No.” will be mandatory to fill.

If you choose “Non-Resident” value in the “Residency Type” field, two new fields will appear to enter the “QID No” and the “QID Expiry Date” and the field “Passport No.” will be not be mandatory to fill.

## Individual Associate

### Individual Associate

Residency Type

Passport No. \*

GCC ID No.

Nationality\*

Full Arabic Name\*

Full English Name\*

Date of Birth\*

Gender\*

Mobile No

Associate Category in Suspicious\*

Describe the nature of the person's relationship to the suspicious report\*

Cancel Save

### Individual Associate

Residency Type

Passport No.

GCC ID No.

Nationality\*

Full Arabic Name\*

Full English Name\*

Date of Birth\*

Gender\*

Mobile No

Associate Category in Suspicious\*

Describe the nature of the person's relationship to the suspicious report\*

Cancel Save

## Company Associate

### Company Associate

Country Name\*

CR Number

Branch Name

Branch Count

License Number

Type of company / business

Name of company / business (Arabic)\*

Name of company / business (English)\*

Legal Form\*

Registered Address\*

Establishment Code

Other Particular

Describe the nature of the company's relationship to the suspicious report\*

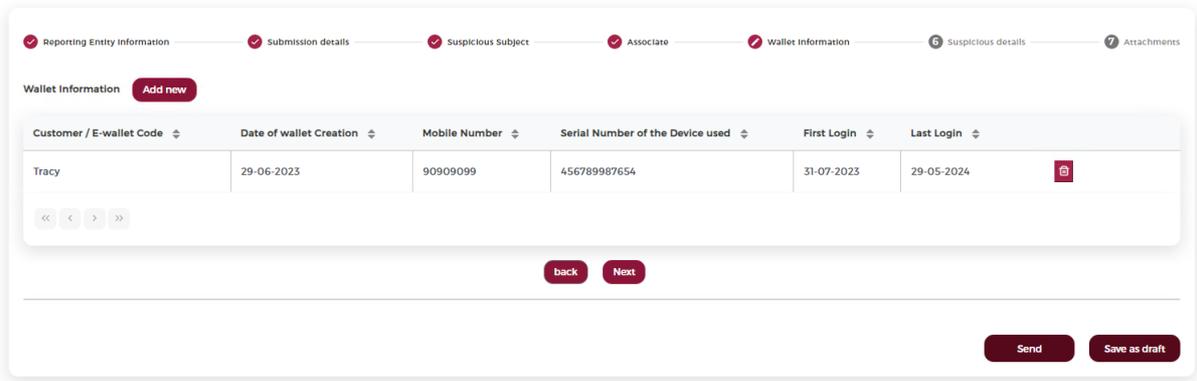
Cancel Save

Click on the “Next” button  to proceed to the next tab or, click on the “Back” button  to go back to the previous tab.

## 7.6. Tab 6: Wallet Information

**Visibility:** Visible to the following Business Category (**Fintech Company**)

In the 6<sup>th</sup> tab “Wallet Information”, start filling the required fields to be able to proceed to the next tab.



By clicking the “Add new” button , a popup window will open to add the Wallet Information and then click “Save” button to save the details in the related section in the table view where you can reopen it again to edit or delete the entries by clicking on the delete icon . To close the window, click in “Cancel” button.

### Wallet Information

Customer / E-wallet Code\*

Date of wallet Creation\*

Mobile Number\*

Serial Number of the Device used

First Login\*

Last Login\*

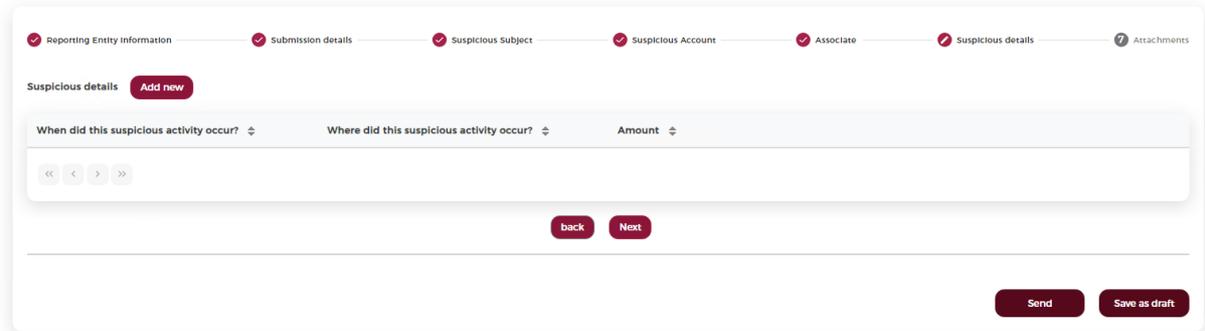
Wallet status

Click on the “Next” button  to proceed to the next tab or, click on the “Back” button  to go back to the previous tab.

## 7.7. Tab 7: Suspicious Details (Other Sectors)

**Visibility:** Visible to the following Business Categories (**Banks – Exchange House – Fintech Company - Investment Company - Asset Management Company - Advisors / Consultants**)

In the 7<sup>th</sup> tab “Suspicious Details (Other Categories)”, start filling the required fields to be able to proceed to the next tab.



By clicking the “**Add new**” button , a popup window will open to add the Suspicious Activity Details and then click “**Save**” button to save the details in the related section in the table view where you can reopen it again to edit or delete the entries by clicking on the delete icon . To close the window, click in “**Cancel**” button.

Suspicious details

When did this suspicious activity occur?\*

mm/dd/yyyy 

Where did this suspicious activity occur?\*

Where did this suspicious activity occur?

Amount\*

Amount

Currency\*

Currency

How was the suspicious activity identified? \*

Select

Provide a detailed narrative about the actual suspicious activity resulting in the filling of this STR. What raised your suspicions? \*

Provide a detailed narrative about the actual suspicious activity resulting in the filling of this STR. What raised your suspicions?

Provide any additional information that you consider important to filling this STR. \*

Provide any additional information that you consider important to filling this STR.

Cancel Save

Click on the “**Next**” button  to proceed to the next tab or, click on the “**Back**” button  to go back to the previous tab.

## 7.8. Tab 8: Suspicious Details (Finance Company)

**Visibility:** Visible to the following Business Category (**Finance Company**)

In the 8<sup>th</sup> tab “Suspicious Details (Finance Company)”, start filling the required fields to be able to proceed to the next tab.

The screenshot shows a multi-step form with the following fields and sections:

- Navigation:** Reporting Entry Information, Submission details, Suspicious Subject, Suspicious Account, Associate, **Suspicious details** (6), Attachments (7).
- Finance Period (year / months) from\*:** Input field with placeholder 'mm/dd/yyyy'.
- Finance Period (year / months) to\*:** Input field with placeholder 'mm/dd/yyyy'.
- Loan Starting Date\*:** Input field with placeholder 'mm/dd/yyyy'.
- Total Finance Amount\*:** Input field with placeholder 'Total Finance Amount'.
- Number of Instalments\*:** Input field with placeholder 'Number of Instalments'.
- First Instalment data\*:** Input field with placeholder 'mm/dd/yyyy'.
- Instalments Amount\*:** Input field with placeholder 'Instalments Amount'.
- Paid Instalments\*:** Input field with placeholder 'Paid Instalments'.
- Remaining Amount\*:** Input field with placeholder 'Remaining Amount'.
- Text Areas:**
  - Provide a detailed narrative about the actual suspicious activity resulting in the filling of this STR. What raised your suspicions? \*
  - Provide any additional information that you consider important to filling this STR. \*
- Buttons:** back, Next, Send, Save as draft.

Click on the “**Next**” button **Next** to proceed to the next tab or, click on the “**Back**” button **back** to go back to the previous tab.

## 7.9. Tab 9: Suspicious Details (Insurance Company – Insurance Broker)

**Visibility:** Visible to the following Business Category (**Insurance Company – Insurance Broker**)

In the 9<sup>th</sup> tab “Suspicious Details (Insurance Company – Insurance Broker)”, start filling the required fields to be able to proceed to the next tab.

The screenshot shows a multi-step form interface. At the top, there is a progress bar with six steps: 'Reporting Entity Information', 'Submission details', 'Suspicious subject', 'Associate', 'Suspicious details' (which is highlighted), and 'Attachments'. The 'Suspicious details' section contains the following fields:

- Date of signing the Policy\***: A date input field with a calendar icon and a placeholder 'mm/dd/yyyy'.
- Name of the Insured person\***: A text input field with a placeholder 'Name of the Insured person'.
- Name of the Policy Holder\***: A text input field with a placeholder 'Name of the Policy Holder'.
- Policy Type**: A dropdown menu with a placeholder 'Policy Type'.
- Policy Number**: A text input field with a placeholder 'Policy Number'.
- Insurance Premium**: A text input field with a placeholder 'Insurance Premium'.

Below these fields are two large text areas:

- Name of Actual Beneficiaries**: A text input field with a placeholder 'Name of Actual Beneficiaries'.
- Provide a detailed narrative about the actual suspicious activity resulting in the filling of this STR. What raised your suspicions?\***: A large text area with a placeholder 'Provide a detailed narrative about the actual suspicious activity resulting in the filling of this STR. What raised your suspicions?'.
- Provide any additional information that you consider important to filling this STR.**: A large text area with a placeholder 'Provide any additional information that you consider important to filling this STR.'.

At the bottom of the form, there are two buttons: 'back' and 'Next'. At the bottom right, there are two buttons: 'Send' and 'Save as draft'.

Click on the “**Next**” button  to proceed to the next tab or, click on the “**Back**” button  to go back to the previous tab.

## 7.10. Tab 10: Suspicious Activity (Financial Securities, Brokerage, Securities Custody, Stock Exchange, Qatar Central Securities Depository)

**Visibility:** Visible to the following Business Categories (**Financial Securities Company - Financial Brokerage Company - Securities Custody Company - Qatar Stock Exchange - Qatar Central Securities Depository**)

In the 10<sup>th</sup> tab “Suspicious Details (Structure and Instruments Sector)”, start filling the required fields to be able to proceed to the next tab.

The screenshot shows the 'Suspicious details' tab in the QFIU Ekhtar Portal. The form is divided into several sections:

- Reporting Entity Information:** Submission details
- Suspicious Subject:** Reporting Entity Information
- Suspicious Account:** Reporting Entity Information
- Associate:** Reporting Entity Information
- Suspicious details:** Reporting Entity Information
- Attachments:** Reporting Entity Information

The form fields include:

- When did this suspicious activity occur?: mm/dd/yyyy
- Date: mm/dd/yyyy
- Price: Price
- transactionType: transactionType
- Time: --:--
- Implemented On: mm/dd/yyyy
- Financial Instruments: Financial Instruments
- Units / Nominal Value: Units / Nominal Value

There are two large text areas for providing a detailed narrative about the actual suspicious activity resulting in the filling of this STR. What raised your suspicions? and Provide any additional information that you consider important to filling this STR. At the bottom, there are buttons for 'back', 'Next', 'Send', and 'Save as draft'.

Click on the “**Next**” button **Next** to proceed to the next tab or, click on the “**Back**” button **back** to go back to the previous tab.

## 7.11. Tab 11: Attachments

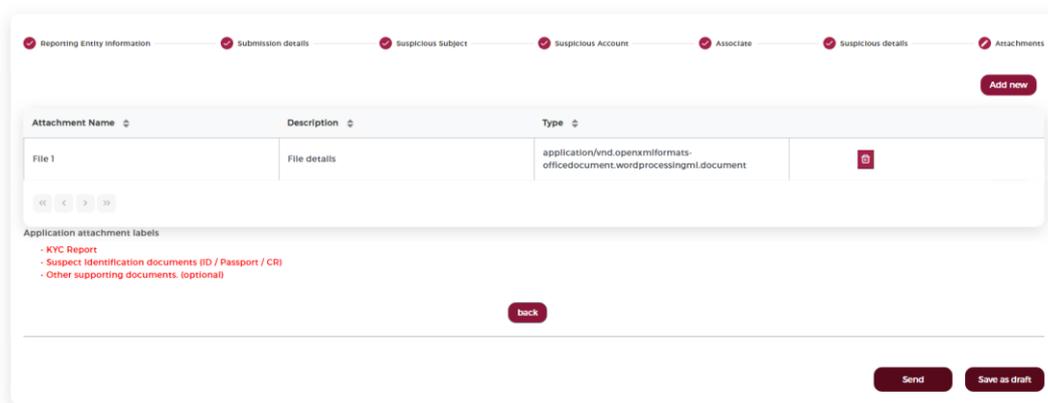
**Visibility:** Visible to all Business Categories

In the last tab, the attachments tab will show the option to upload the STR supported attachments by using the “**Add new**” button 

You can use the “**delete**” button  to delete the uploaded attachment.

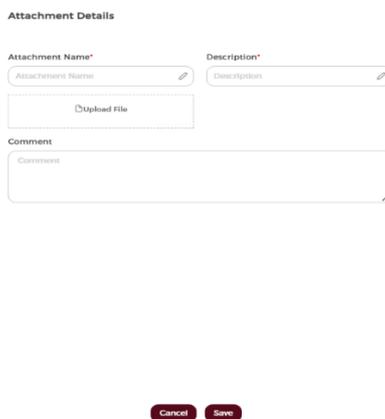
A list of the uploaded attachments will be visible in the table with the following details (Attachment Name - Attachment Description - Attachment Type) after uploading the attachments.

The “Application attachments labels” section is showing the mandatory attachments in the STR submission to be uploaded based on the Business Category.



When you click on the “**Add New**” button , it opens the upload attachment popup window that will show the fields related to the attachment (Attachment Name - Attachment Description – File upload - Comments) to be filled.

Click the “**Save**” button to upload the attachment and save the attachment details, or click on the “**Cancel**” button to exit the attachment upload popup window.



Click on the “**Back**” button  to go back to the previous tab.

**The STR Visibility Matrix:**

Financial Institute (FI) Category	Tab 1 Submission Details	Tab 2 Reporting Details	Tab 3 Suspicious Subject	Tab 4 Suspicious Account	Tab 5 Wallet Information	Tab 6 Details of the Suspicious Activity (Other Categories)	Tab 7 Details of the Suspicious Activity (Finance Company)	Tab 8 Details of the Suspicious Activity (Insurance Company – Insurance Broker)	Tab 9 Details of the Suspicious Activity (Structure and Instruments Sector)
<b>1. Banks</b>	X	X	X	X	-	X	-	-	-
<b>2. Exchange House</b>	X	X	X	-	-	X	-	-	-
<b>3. Finance Company</b>	X	X	X	X	-	-	X	-	-
<b>4. Fintech Company</b>	X	X	X	-	X	X	-	-	-
<b>5. Insurance Company - Insurance Brokers</b>	X	X	X	-	-	-	-	X	-
<b>6. Investment Company - Asset Management Company - Advisors / Consultants</b>	X	X	X	X	-	X	-	-	-
<b>7. Financial Securities Company - Financial Brokerage Company - Securities Custody Company - Qatar Stock Exchange - Qatar Central Securities Depository</b>	X	X	X	X	-	-	-	-	X