

Date: 29/12/2025

Reference No.: 1992/2025

## Circular No. (4) of 2025 Regarding Registration at the Ministry of Commerce and Industry's Inspections Portal

- ◆ Pursuant to the provisions of **Law No. (20) of 2019** promulgating the Anti-Money Laundering and Counter-Terrorist Financing Law, as amended by **Law No. (18) of 2025**;
- ◆ And the **Executive Regulations** of the Anti-Money Laundering and Counter-Terrorist Financing Law issued by **Council of Ministers Resolution No. (41) of 2019**, as amended by **Council of Ministers Resolution No. (14) of 2021**;
- ◆ And the **Rules governing the obligations of statutory auditors and dealers in precious metals or precious stones, investment fund service providers, and companies** with respect to compliance with Anti-Money Laundering and Counter-Terrorist Financing requirements, issued by **Minister of Commerce and Industry Decision No. (48) of 2020**;
- ◆ And **Circular No. (7) of 2020** addressed to statutory auditors, dealers in precious metals or precious stones, investment fund service providers, and companies regarding the implementation of the rules governing compliance with Anti-Money Laundering and Counter-Terrorist Financing requirements;
- ◆ And **Circular No. (7) of 2021** regarding the responsibilities and duties of compliance officers and their deputies at statutory auditors, dealers in precious metals or precious stones, investment fund service providers, and companies;
- ◆ And **Circular No. (4) of 2022** regarding the responsibilities and duties of senior management at entities subject to supervision;
- ◆ Based on the **legal and regulatory powers** vested in the Ministry of Commerce and Industry as the supervisory authority over designated non-financial businesses and professions with respect to their compliance with **Anti-Money Laundering, Counter-Terrorist Financing, and Counter-Proliferation Financing** requirements;
- ◆ And in accordance with the provisions of the relevant **laws, decisions, and circulars** referred to above;

## Article (1)

### Scope of Application

The provisions of this Circular shall apply to entities subject to the **supervision and oversight of the Ministry of Commerce and Industry**, namely **dealers in precious metals or precious stones, statutory auditors, investment fund service providers, and companies** (hereinafter referred to in this Circular as the “DNFBPs”).

This Circular aims to **clarify and regulate the registration procedures** on the **Ministry’s Inspections Portal**.

## Article (2)

### Mandatory Registration on the Inspections Portal

All DNFBPs are required to **register on the Anti-Money Laundering and Counter-Terrorist Financing Inspections Portal** via the following official link:

<https://amlsurvey.moci.gov.qa/survey-portal-customer/>

Registration on the Inspections Portal shall be deemed one of the **fundamental and essential obligations** imposed on DNFBPs, as it constitutes the **official communication channel** between the Anti-Money Laundering and Counter-Terrorist Financing Department and the DNFBPs.

## Article (3)

### Compliance Officer and Deputy

Without prejudice to the provisions of **Circular No. (7) of 2021** regarding the responsibilities and duties of compliance officers and their deputies referred to above, DNFBPs shall comply with the following:

1. Each DNFBP shall **appoint a Compliance Officer and a Deputy** specific to that entity. It shall not be permissible to appoint a single Compliance Officer or Deputy to manage



AML/CFT and counter-proliferation financing compliance obligations for **more than one DNFBP**, unless prior written approval is obtained from the Ministry, to be attached to the registration request.

2. The DNFBP shall ensure the **accuracy, validity, and completeness** of the information submitted regarding the Compliance Officer and Deputy at the time of registration on the Portal. **Shared contact details** (such as a common phone number or email address) between the Compliance Officer and the Deputy shall not be used unless **prior written approval** is obtained from the Ministry and attached to the registration request.
3. The details of the Compliance Officer and Deputy shall be **updated immediately** on the Inspections Portal upon any change or amendment to such information, in order to ensure that the data remains **continuously up to date**.

## Article (4)

### Registration Steps on the Inspections Portal

1. The **authorized signatory manager** of the DNFBP, or the **office owner or sole proprietorship owner**, if the DNFBP is a natural person, shall log in to the **Inspections Portal** using the **National Authentication System (NAS)** credentials.
2. The **entity or company** shall be selected from the list displayed on the platform.
3. Click on “**Add Compliance Officer**”, then accurately enter the details of the **Compliance Officer and Deputy**, including **full name, national ID number, email address, and mobile number**, in accordance with the requirements stipulated in the preceding articles.
4. After adding the details of the **Compliance Officer** and Deputy by the authorized signatory, the Compliance Officer shall log in using the **National Authentication System (NAS)**, where the questionnaires will appear for completion and upload on the platform along with the required supporting documents.

If the authorized signatory is also the appointed **Compliance Officer** of the DNFBP, the role of Compliance Officer must be selected through the **role-switching feature** available

on the platform.

5. The **Self-Assessment Questionnaire** and the **Inherent Risk Assessment Questionnaire** shall be completed with due care, and the **required supporting documents must be uploaded**.
6. The questionnaire shall be **saved as a draft or submitted** after ensuring that all data and attachments have been fully completed.
7. Reports uploaded to the platform may be reviewed by selecting the **“Reports”** tab.
8. In the event of any **change to the details** of the Compliance Officer or Deputy, the **same steps** shall be followed to update or enter the new details.

In cases where the DNFBP encounters **any technical or system-related issues**, please contact **technical support** via email at the following addresses:

1. [control.aml@moci.gov.qa](mailto:control.aml@moci.gov.qa)
2. [AML\\_Survey\\_Inquiries@moci.gov.qa](mailto:AML_Survey_Inquiries@moci.gov.qa)

For any **inquiries or requests for clarification**, direct contact may be made with one of the staff members of the **Companies Affairs Department** at the Ministry of Commerce and Industry, at the following address:

**Second Floor, Ministry of Commerce and Industry – Madinat Lusail.**

## Article (5)

### Scope of Application

DNFBPs are required to upload the following documents upon registration on the Inspections Portal and when completing the **Self-Assessment Questionnaire**:

- ♦ A copy of the **commercial registration** of the DNFBP, or a certificate of registration in the register of practicing statutory auditors, as applicable.
- ♦ A copy of the **national ID** of the **Compliance Officer and the Deputy**.
- ♦ The **appointment form** of the Compliance Officer and the Deputy, together with their **curricula vitae (CVs)**.

- ◆ The **AML/CFT and Counter-Proliferation Financing Program** approved by **Senior Management**.
- ◆ The **Self-Assessment Report** on business risks and the **ML/TF Risk Assessment Methodology**
- ◆ The **Customer Acceptance Policy** of the DNFBP (**Know Your Customer – KYC**).
- ◆ The **annual report** of the Compliance Officer for the most recent financial year.
- ◆ The **independent audit and review report**.
- ◆ The **employment policy** of the DNFBP and the **approved annual training program** for employees.
- ◆ **Mandatory records**, including the **Suspicious Transaction Reporting (STR) log**.
- ◆ Any **additional documents** requested by the **Anti-Money Laundering and Counter-Terrorist Financing Department**.

## Article (6)

### Responsibilities of Senior Management

Without prejudice to the provisions of **Circular No. (4) of 2022** regarding the responsibilities and duties of senior management at DNFBPs, **Senior Management** shall bear **direct responsibility** for supervising the **registration process on the platform**, completing all required questionnaires, and ensuring that **all documents listed in Article (5)** are uploaded **within a maximum period of fifteen (15) days** from the date of issuance of this Circular.

Senior Management shall also ensure the **adequacy, accuracy, and correctness** of all submitted information and data, and shall ensure that such information is **continuously updated**.

In cases where false or incorrect information is submitted, the DNFBP shall be subject to

legal accountability and penal measures in accordance with the applicable legislation.

## Article (7)

### Penalties and Sanctions

In the event of failure to comply with registration on the Inspections Platform and to upload all required documents within the time limit specified in the preceding article, the DNFBP shall be subject to the **administrative and financial penalties** stipulated under **Article (44)** of **Law No. (20) of 2019** referred to above, in addition to the **penalties prescribed under the same law**.

## Article (8)

### Final Provisions

This Circular shall enter into force as of the **date of its issuance**, and all concerned parties shall be notified for implementation.

**Ahmed Mohammed Al Marzouqi**

Director, Companies Affairs Department

### Copies to:

- ◆ NAMLC Secretary
- ◆ NCTC
- ◆ H.E. Assistant Deputy of Commerce Affairs