

FORM CR02
COMPANIES
REGISTRATION
OFFICE

APPLICATION TO REGISTER A BRANCH
OF A NON-QFC COMPANY

Name of applicant:

Date of application:

FOR OFFICIAL USE

Reference No.:

Date received:

Received by:

Form CR02-V5-NOV14



**COMPANIES
REGISTRATION
OFFICE**
QATAR FINANCIAL CENTRE

BACKGROUND AND PURPOSE OF THIS FORM

A firm can only engage or carry on (or purport to carry on) any trade or *Business* activity in or from the *QFC* if it is incorporated in the *QFC* as an *LLC* or registered as a *Branch* of a *Non-QFC Company* with the *CRO* in accordance with the *QFC's* Companies Regulations.

For the purposes of the Companies Regulations Article 118, this form constitutes the registration *Document* of the *Branch*.

WHERE CAN I FIND GUIDANCE ON COMPLETING THIS FORM?

Please refer to the "Notes for completing form CR02" at the end of this form.

WHO SHOULD COMPLETE THIS FORM?

This form should be completed by the *Non-QFC Company* wishing to establish a *Branch* in the *QFC*.

DEFINED TERMS IN THIS FORM

This application uses certain terms that are defined in the Companies Regulations, Article 157 and the Data Protection Regulations, Article 26. Defined terms are identified throughout this form by the capitalisation and italicisation of the term.

COMPLETING THIS FORM

Please refer to Rule 3 of the Companies Rules for the requirements in respect of completing this form.

SUBMITTING THIS FORM

- If this form accompanies a form Q01 (Application for Licensing), this form should be sent to:

QFC Authority,
QFC Tower 1,
PO Box 23245,
West Bay, Doha, Qatar
T: +974 4496 7764
F: +974 4496 7752
E: licensing@qfc.qa

- If this form accompanies a form Q02 (Application for Regulated Activities Authorisation) then this form should be sent to:

QFC Regulatory Authority
Regulatory Services,
Level 14, QFC Tower 1,
PO Box 22899,
West Bay, Doha, Qatar
T: +974 4495 6888
F: +974 4495 6868
E: rs@qfcra.com

PERSONAL DATA

The *Personal Data* provided in this form will be processed by the *CRO* in accordance with the Data Protection Regulations.

HOW WILL INFORMATION SUPPLIED IN THIS FORM BE USED?

By submitting this form and any attachment to the *CRO* you agree that the information provided to the *CRO* may be shared between the *QFC Regulatory Authority*, the *QFC Authority* and the *CRO* under arrangements between them and that the information provided will be used to establish and update registers and databases kept by the *QFC Regulatory Authority*, the *QFC Authority* and the *CRO*.

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**APPLICANT'S
CONTACT DETAILS**

1.1 Name of applicant (see notes):

1.2 Name of proposed *Branch* in the *QFC*:

1.3 Name and position of main contact for this application (see notes):

1.4 Office address of main contact:

1.5 Telephone and fax number of main contact (include country and area codes):

1.6 Email address of main contact:

1.7 Preferred method of contact for matters relating to this form:

SECTION 2

NATURE OF BUSINESS

2.1 Please describe the nature of the *Business* to be conducted by the *Branch*:

2.2 Please state the full address of the principal place of business of the *Branch* in the *QFC*:

SECTION 3

DETAILS OF NON-QFC INCORPORATION

3.1 Name of *Non-QFC Company* (and registered number):

3.2 Date of incorporation:

3.3 Place of incorporation:

3.4 Registered address in country of incorporation:

SECTION 4

PRINCIPAL REPRESENTATIVE

4.1 Please provide details of the *Principal Representative* in the *QFC* who is authorised to accept service of *Documents* or notices on behalf of the *Branch* (see notes).

Full name:

Date of birth:

Place of birth:

Nationality:

ADDRESS

Apt or house no.:

Building name:

Street address:

City:

Country:

4.2 DECLARATION

I declare that I have been appointed as the *Principal Representative* of the *Branch* in the *QFC* and am authorised to accept service of any *Documents* or notices for the *Branch*.

4.3 CONSENT

I consent to the *CRO* processing any of my *Personal Data*, including recording, using, disclosing and transferring that data, in accordance with the Data Protection Regulations, and to sharing any *Personal Data* with the *QFC Authority* and the *QFC Regulatory Authority*.

Signature:

Date:

INFORMATION ON
DIRECTORS

Please provide the full name, address, date of birth, nationality, business occupation and any directorships held within the last five years of all the persons who are directors of the *Non-QFC Company*. Please attach extra pages if necessary.

A. DIRECTOR 1

Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:

B. DIRECTOR 2

Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:

INFORMATION ON
DIRECTORS (cont)

C. DIRECTOR 3 Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:

D. DIRECTOR 4 Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:

DECLARATION

A director, company secretary or other person identified in the board resolution as being authorised to make the application must sign this form in the space below (see notes).

6.1 DECLARATION

I declare that:

- I have the authority to make this application.
- All the information given in this application form (including any attachments) is, to the best of my knowledge and belief and after having made all reasonable inquiries, true and complete.
- If at any time after making this declaration, I become aware of a material change in any information given in this application form (including any attachment) that is reasonably likely to be relevant to the *CRO's* consideration of this application, I will inform the *CRO* in writing about the change without delay.

6.2 CONSENT

I acknowledge that it may be necessary for the *CRO* to obtain information from other regulators, law enforcement agencies or other persons (whether in the *State* or elsewhere) to properly consider and decide this application. Accordingly, I consent to the *CRO* obtaining any information from third parties that the *CRO* considers is necessary for the purpose of considering and deciding this application.

All *Personal Data* provided to the *CRO* will be processed in accordance with the Data Protection Regulations and by signing this form you consent to the *CRO* sharing the information with the *QFC Authority* and the *QFC Regulatory Authority*.

IMPORTANT

It is a contravention of the Companies Regulations to knowingly or recklessly give false or misleading information to the *CRO* or to conceal information if the concealment is likely to mislead or deceive the *CRO*.

Name of director/company secretary/ authorised person:

Position:

Signature:

Date:

SUPPORTING DOCUMENTS TO BE INCLUDED WITH FORM CRO2

DOCUMENT:	INCLUDED:
<p>1. A copy of the applicant's current certificate of incorporation or registration in its place of origin, or a <i>Document</i> of similar effect, certified by either the company secretary or a director of the applicant or the authority responsible for the incorporation or registration of <i>Non-QFC Company</i> in the jurisdiction in which it is incorporated or registered.</p> <ul style="list-style-type: none"> • If this <i>Document</i> is not in the English language, this must be accompanied by a translation – certified as a true and accurate translation of the <i>Document</i> by a professional translator. 	
<p>2. A copy of the applicant's constitutional <i>Documents</i> i.e. articles of association, statutes, by-laws etc., certified as a true copy by the company secretary or a director of the <i>Non-QFC Company</i>.</p> <ul style="list-style-type: none"> • If this <i>Document</i> is not in the English language, this must be accompanied by a translation – certified as a true and accurate translation of the <i>Document</i> by a professional translator. 	
<p>3. Copy of the audited accounts of the applicant for the last 2 years. If the <i>Non-QFC Company</i> has been in existence for less than 2 years, a copy of the most recent audited accounts.</p>	
<p>4. A copy of the resolution of the board of directors of the <i>Non-QFC Company</i> certified by either the company secretary or a director of the applicant to establish a <i>Branch</i> in the <i>QFC</i> and appointing the person authorised to sign <i>Documents</i> and take all actions necessary for setting up the <i>Branch</i> in the <i>QFC</i>.</p>	
<p>5. Original power of attorney in favour of the <i>Principal Representative</i> in the <i>QFC</i> appointed under Article 117(2)(A) of the <i>QFC's</i> Companies Regulations.</p>	
<p>6. Additional pages under section 5 (information on directors).</p>	
<p>7. Other <i>Documents</i> (if applicable).</p>	

NOTES FOR COMPLETING **FORM CRO2**

This form must be completed based on the applicant's knowledge of its proposed *Business* and the applicant must provide full and complete information.

Each section of this form must be completed fully and in English, by individuals with appropriate knowledge and expertise. If a question or section is left blank it may prompt a question or query from the *CRO*. A nil return should be indicated by N/A

SECTION 1 **QUESTION 1.1**

The applicant will be the *Non-QFC Company* that proposes to register a *Branch* in the *QFC*.

QUESTION 1.2

The name of the *Branch* must comply with Article 120 of the Companies Regulations.

QUESTIONS 1.3 - 1.7

The *CRO* may require further information to process this application and if so, will contact the individual identified in question 1.3.

SECTION 2 **QUESTION 2.1**

Please indicate here the nature of the *Business* to be conducted by the *Branch*.

QUESTION 2.2

This should be in a *QFC* designated location and the applicant needs to provide full address including floor and office number.

SECTION 3 **QUESTION 3**

Please provide full details of the *Non-QFC Company* that wishes to register a *Branch* in the *QFC*. This must include the full name, registered number, date and place of incorporation and registered address in the country of incorporation.

NOTES FOR COMPLETING **FORM CRO2 (cont)**

SECTION 4 **QUESTION 4.1**

The Companies Regulations, Article 117(2) requires a registered *Branch* to appoint and retain at all times a *Principal Representative* in the *QFC*, who is authorised to accept service of any *Document* or notice on behalf of the *Branch*. The power of attorney granted to the *Principal Representative* must comply with Article 117(2)(A) of the Companies Regulations. The *Principal Representative* must be ordinarily resident in the *State*.

QUESTIONS 4.2 AND 4.3

Please sign and date as indicated

SECTION 5

Please provide full information on the directors of the *Non-QFC Company*, including any directorships held in the last 5 years, if none, please indicate this by stating "Not Applicable" or "None".

SECTION 6

The resolution of the board of directors of the applicant authorising the establishment of the *Branch* in the *QFC* (see supporting *Documents* point 4) should appoint a person authorised to sign *Documents* and take all actions necessary for setting up the *Branch* in the *QFC*.

This declaration is to be signed by a director/company secretary of the *Non-QFC Company* or other person authorised in the board resolution and the original signature attached to this form.

SUPPORTING DOCUMENTS

Please ensure that all the required supporting *Documents* are included.



QATAR FINANCIAL CENTRE (QFC)

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