

**FORM CR03**  
**COMPANIES**  
**REGISTRATION**  
**OFFICE**

**APPLICATION TO INCORPORATE A LIMITED**  
**LIABILITY PARTNERSHIP IN THE QFC**

Name of applicant:

Date of application:

**FOR OFFICIAL USE**

Reference No.:

Date received:

Received by:

Form CR03-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 a *Limited Liability Partnership* (LLP), or registered as a *Branch* of a *Non-QFC Limited Liability Partnership* with the *CRO* in accordance with the *QFC's* Limited Liability Partnerships Regulations.

For the purposes of the *QFC's* Limited Liability Partnerships Regulations, Article 9, this form is the *Incorporation Document* of the LLP.

## WHERE CAN I FIND GUIDANCE ON COMPLETING THIS FORM?

Please refer to the "Notes for completing form CR03" at the end of this form.

## WHO SHOULD COMPLETE THIS FORM?

This form should be completed by applicants who wish to incorporate as an LLP in the *QFC* in accordance with Limited Liability Partnerships Regulations, Article 9.

## DEFINED TERMS IN THIS FORM

This application uses certain terms that are defined in the Limited Liability Partnerships Regulations, Article 74 or 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 2 of the Limited Liability Partnerships 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 LLP to be established within the *QFC* (see notes):

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:

1.8 Address of the LLP's registered office in the *QFC* (see notes)

1.9 Date of LLP's financial year end:

## **SECTION 2**

### **NATURE OF BUSINESS**

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

## **SECTION 3**

### **INFORMATION ON MEMBERS**

#### **3.1 INDIVIDUAL MEMBERS**

(please list in alphabetical order and attach additional pages if necessary)

**A. MEMBER 1**

Name:

Address:

Date of birth:

Nationality:

Business occupation:

INFORMATION ON  
MEMBERS (cont)

B. MEMBER 2

Name:

Address:

Date of birth:

Nationality:

Business occupation:

C. MEMBER 3

Name:

Address:

Date of birth:

Nationality:

Business occupation:

**INFORMATION ON**  
**MEMBERS (cont)**

**3.2 BODY CORPORATE MEMBERS**

(please list in alphabetical order and attach additional pages if necessary)

**A. CORPORATE  
MEMBER 1**

Corporate Name:

Address:

Registered Number:

**B. CORPORATE  
MEMBER 2**

Corporate Name:

Address:

Registered Number:

**C. CORPORATE  
MEMBER 3**

Corporate Name:

Address:

Registered Number:



## SECTION 4

### INFORMATION ON DESIGNATED MEMBERS

Will all *Members* be *Designated Members* (see notes)?

Yes

No

Names of *Designated Members*, if all *Members* are not *Designated Members*:

## SECTION 5

### DECLARATION AND CONSENT

#### 5.1 DECLARATION OF MEMBERS

Attach additional pages if necessary

I declare that:

- I am a *Member* of (insert name of LLP  
to be incorporated)
- I am qualified to act as a *Member* of an LLP pursuant to the Limited Liability Partnerships Regulations.
- 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; and
- 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.

**DECLARATION AND  
CONSENT (cont)**

**5.2 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 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 Limited Liability Partnerships 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*.

**A. MEMBER 1**

Name:

Capacity:

Signature:

Date:

**B. MEMBER 2**

Name:

Capacity:

Signature:

Date:

**SECTION 5**

DECLARATION AND  
CONSENT (cont)

C. MEMBER 3

Name:

Capacity:

Signature:

Date:

D. MEMBER 4

Name:

Capacity:

Signature:

Date:

E. MEMBER 5

Name:

Capacity:

Signature:

Date:

### SUPPORTING DOCUMENTS TO BE INCLUDED WITH FORM CRO3

DOCUMENT:	INCLUDED:
<p>1. The LLP agreement signed by the <i>Members</i>. If an incorporator is a <i>Body Corporate</i> then the partnership agreement must be signed by the individual identified in item 4 below)</p>	
IF THE INCORPORATOR IS A BODY CORPORATE (SEE NOTES):	
<p>2. A copy of the incorporator's current certificate of incorporation or registration in its place of origin, or a <i>Document</i> of similar effect, certified by either a <i>Member</i> or officer of the incorporator or the authority responsible for the incorporation or registration of LLP's in the jurisdiction in which it is incorporated or registered.</p> <ul style="list-style-type: none"> <li>• Where 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.</li> </ul>	
<p>3. A copy of the constitutional <i>Document</i> of the incorporator, certified as a true copy by a <i>Member</i> or officer of the incorporator, i.e. articles of association, partnership deed or members agreement etc.</p> <ul style="list-style-type: none"> <li>• Where 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.</li> </ul>	
<p>4. Copy of the Resolution or similar agreement of <i>Members</i> or officers of the <i>Body Corporate</i> certified by either a <i>Member</i> or officer of the incorporator:</p> <ul style="list-style-type: none"> <li>• authorising the incorporation of the LLP in the <i>QFC</i>; and</li> <li>• appointing the person authorised to sign <i>Documents</i> on behalf of the <i>Body Corporate</i> in relation to the the establishment of the LLP; or</li> <li>• authorising the issuance of a power of attorney giving a named individual the powers to sign all <i>Documents</i> in connection with the establishment of the LLP.</li> </ul>	
<p>5. OTHER DOCUMENTS (if applicable).</p>	

### NOTES FOR COMPLETING FORM CRO3

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 any 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 *Body Corporate* or individuals that propose to incorporate as the LLP in the *QFC*.

##### **QUESTION 1.2**

The name of the LLP must comply with Article 19 of the Limited Liability Partnerships Regulations.

The Limited Liability Partnerships Regulations, Article 19 deals with the registration of the name of an LLP with the *CRO*. It states that:

(1) The name of an LLP must:

- a. be written using letters of the English language ; and
- b. end with:

- (i) the expression "Limited Liability Partnership"; or
- (ii) the abbreviation "llp" or "LLP".

(2) An LLP shall not be registered by a name:

- a. which includes, otherwise than at the end of the name, either the expression "Limited Liability Partnership" or either of the abbreviations "llp" or "LLP";
- b. which is the same as a name appearing on the index of names maintained by the *CRO*; or
- c. which in the opinion of the *CRO* is offensive or otherwise undesirable.

(3) Except with the approval of the *CRO*, an LLP shall not be registered by a name which in the opinion of the *CRO* would be likely to give the impression that it is connected in any way with the *State*.

##### **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

### **NOTES FOR COMPLETING FORM CRO3 (cont)**

#### **QUESTIONS 1.8**

Please refer to Limited Liability Partnerships Regulations, Articles 9(2)(C) and 25, for requirements in relation to location of the LLP's registered office.

**SECTION 2** Please indicate here the nature of the *Business* to be conducted by the *Branch*.

**SECTION 3** Please provide full details of the *Members* including the full name and address. In the case of a *Body Corporate*, the information must include the registered number and registered address.

**SECTION 4** The definition of a *Designated Member* can be found in the *QFC's* Limited Liability Partnerships Regulations, Article 15.

If all the *Members* will not be *Designated Members*, then please list the *Designated Members* here.

#### **SECTION 5 QUESTIONS 5.1 & 5.2**

This form must be signed by all the persons who have signed the *Limited Liability Partnership Agreement*. In the event a person is a *Body Corporate*, an official of that *Body Corporate*, who holds the necessary authority, must sign this form.

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



QATAR FINANCIAL CENTRE (QFC)

Companies Registration Office, PO Box 23245, Doha, Qatar • T: +974 4496 7777 • F: +974 4496 7676 • [cro@qfc.qa](mailto:cro@qfc.qa) • [www.qfc.qa](http://www.qfc.qa)



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