

**FORM CR01A**  
**COMPANIES**  
**REGISTRATION**  
**OFFICE**

**APPLICATION TO INCORPORATE A COMPANY**  
**LIMITED BY GUARANTEE IN THE QFC**

Name of applicant:

Date of application:

**FOR OFFICIAL USE**

Reference No.:

Date received:

Received by:

Form CR01A-V1-MAR15



**COMPANIES  
REGISTRATION  
OFFICE**  
QATAR FINANCIAL CENTRE

## BACKGROUND AND PURPOSE OF THIS FORM

A firm must not engage in any activity in or from the *QFC* unless it is incorporated in the *QFC* as a limited liability company (*LLC*) or company limited by guarantee (*LLC(G)*), or by registering as a *Branch* with the *CRO* in accordance with the *QFC*'s Companies Regulations.

For the purposes of the Companies Regulations, Part 3A, this form constitutes the Incorporation Document of the *LLC(G)*.

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

Please refer to the "Notes for completing form CR01A" at the end of this form.

## WHO SHOULD COMPLETE THIS FORM?

This form should be completed by applicants who wish to incorporate as an *LLC(G)* in the *QFC* in accordance with the Companies Regulations, Part 3A.

## DEFINED TERMS IN THIS FORM

This application uses certain terms that are defined in the Companies Regulations, Article 157 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 Part 3A of the Companies Regulations and Rule 3 for the requirements in respect of completing this form.

If you run out of space when completing any section of this form, please continue in the designated additional text box at the end of this form, making clear reference to the section being continued.

## SUBMITTING THIS FORM

- This form should accompany form Q01 (Application for Licensing), and 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

## 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*.

# CONTENTS

## SECTION

1	Applicant's contact details .....	5
2	What are the LLC(G)'s activities? .....	6
3	Information on Subscribers .....	6
4	Information on Directors .....	8
5	Information on Secretary .....	11
6	Statement of Guarantee .....	12
7	Declaration and consent of Directors .....	14
8	Declaration and consent of Secretary .....	16
9	Declaration and consent of Subscribers .....	17
10	Supporting documents to be included with form CR01A .....	19
11	Notes for completing form CR01A .....	20

**APPLICANT'S**  
**CONTACT DETAILS**

- 1.1 Name of applicant (see notes):
  
- 1.2 Name of *LLC(G)* to be established within the *QFC* (see notes):
  
- 1.3 Name and position of main contact for this application:
  
- 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 *LLC(G)*'s registered office in the *QFC* (see notes):
  
- 1.9 Date of *LLC(G)*'s financial year end:

## SECTION 2

### WHAT ARE THE LLC(G)'S ACTIVITIES?

2.1 Please describe the nature of the activities to be conducted by the *LLC(G)*:

## SECTION 3

### INFORMATION ON SUBSCRIBERS

Please provide the full name and address of each of the subscribers of the *LLC(G)*.

A. SUBSCRIBER 1 Name (and registered number if a *Body Corporate*):

Address:

**INFORMATION ON**  
**SUBSCRIBERS (cont)**

**B. SUBSCRIBER 2** Name (and registered number if a *Body Corporate*):

Address:

**C. SUBSCRIBER 3** Name (and registered number if a *Body Corporate*):

Address:

**D. SUBSCRIBER 4** Name (and registered number if a *Body Corporate*):

Address:

**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 to be the directors of the *LLC(G)*.

A. DIRECTOR 1 Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:



**INFORMATION ON  
DIRECTORS (cont)**

**B. DIRECTOR 2** Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:

**C. DIRECTOR 3** Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:

**INFORMATION ON  
DIRECTORS (cont)**

D. DIRECTOR 4 Name:

Address:

Date of birth:

Nationality:

Business occupation:

Directorships held in the last 5 years:

**INFORMATION ON**  
**SECRETARY**

Please provide the full name, address, date of birth and nationality of the person who is the secretary of the *LLC(G)*.

Name:

Registered number (if a *Body Corporate*):

Address:

Date of birth  
(if applicable):

Nationality  
(if applicable):

**STATEMENT OF  
GUARANTEE**

Please complete this section if you are a subscriber of an *LLC(G)*. The following statement is made by each and every person named below (see notes).

I confirm that if the *LLC(G)* is wound up while I am a Member, or within one year after I cease to be a Member, I will contribute to the assets of the *LLC(G)* by such amount as may be required for:

- Payment of debts and liabilities of the *LLC(G)* contracted before I ceased to be a Member;
  - Payment of costs, charges and expenses of winding up, and;
  - Adjustment of the rights of contributors among ourselves,
- not exceeding the specified amount below.

Each Member's undertaking above is governed by and shall be construed in accordance with the laws of the *QFC*.

The Members submit all disputes arising out of or in connection with their undertaking above to the exclusive jurisdiction of the *QFC* Civil and Commercial Court.

**A. SUBSCRIBER 1** Name (and registered number if a *Body Corporate*):

Address:

Amount guaranteed:

**STATEMENT OF  
GUARANTEE (cont)**

**B. SUBSCRIBER 2** Name (and registered number if a *Body Corporate*):

Address:

Amount guaranteed:

**C. SUBSCRIBER 3** Name (and registered number if a *Body Corporate*):

Address:

Amount guaranteed:

**D. SUBSCRIBER 4** Name (and registered number if a *Body Corporate*):

Address:

Amount guaranteed:

**DECLARATION AND  
CONSENT OF DIRECTOR(S)**

**7.1 DECLARATION OF DIRECTOR(S)**

I declare that:

- I am a director of
- I am qualified to act as a director of an *LLC(G)* pursuant to the Companies Regulations.

(insert name of *LLC(G)*  
to be incorporated)

**7.2 CONSENT OF DIRECTOR(S)**

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*.

**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*.

**A. DIRECTOR 1** Name:

Signature:

Date:

**SECTION 7**

**DECLARATION AND CONSENT**  
**OF DIRECTOR(S) (cont)**

**B. DIRECTOR 2** Name:

Signature:

Date:

**C. DIRECTOR 3** Name:

Signature:

Date:

**D. DIRECTOR 4** Name:

Signature:

Date:

**DECLARATION AND  
CONSENT OF SECRETARY**

**8.1 DECLARATION OF SECRETARY**

I declare that:

- I am the secretary of (insert name of *LLC(G)*  
to be incorporated)
- I am qualified to act as a secretary of an *LLC(G)* incorporated under the Companies Regulations.

**8.2 CONSENT OF PROPOSED SECRETARY**

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*.

**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 secretary:

Signature:

Date:



**DECLARATION AND  
CONSENT OF SUBSCRIBER(S)**

**9.1 DECLARATION OF SUBSCRIBER(S) (see notes)**

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.

**9.2 CONSENT OF SUBSCRIBER(S)**

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*.

**IMPORTANT**

It is a contravention of the Companies Regulations to knowingly or recklessly give false or misleading information to the *QFC Authority* and the *CRO*.

**A. SUBSCRIBER 1** Name:

Signature:

Date:

**DECLARATION AND CONSENT**  
**OF SUBSCRIBER(S) (cont)**

**B. SUBSCRIBER 2** Name:

Signature:

Date:

**C. SUBSCRIBER 3** Name:

Signature:

Date:

**D. SUBSCRIBER 4** Name:

Signature:

Date:

## SUPPORTING DOCUMENTS TO BE INCLUDED WITH FORM CRO1A

DOCUMENT:	INCLUDED:
<p>1. The articles of association. This must be signed by the subscribers of the <i>LLC(G)</i>. If the subscriber is a <i>Body Corporate</i>, this must be signed by the person identified as authorised to do so under 4 below.</p>	
IF THE SUBSCRIBER IS A <i>BODY CORPORATE</i> :	
<p>2. A copy of the subscribers' 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 incorporator or the authority responsible for the incorporation or registration of companies in the jurisdiction in which it is incorporated or registered.</p> <ul style="list-style-type: none"> <li>• If this <i>Document</i> is not in the English language, this must be accompanied by a translation – that is 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 subscribers, certified as a true copy by the company secretary, i.e. articles of association, partnership deed or Member's agreement, etc.</p> <ul style="list-style-type: none"> <li>• If this <i>Document</i> is not in the English language, this must be accompanied by a translation – that is certified as a true and accurate translation of the <i>Document</i> by a professional translator.</li> </ul>	
<p>4. Resolution of the board of directors of the <i>Body Corporate</i>:</p> <ul style="list-style-type: none"> <li>• authorising the incorporation of the <i>LLC(G)</i> 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 incorporation of the new <i>LLC(G)</i>; 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 <i>LLC(G)</i>.</li> </ul>	
<p>5. Other <i>Documents</i> (if applicable).</p>	

## NOTES FOR COMPLETING FORM CRO1A

This form must be completed based on the applicant's knowledge of its proposed activities 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 individual(s) that proposes to incorporate as an *LLC(G)* in the *QFC*.

### **QUESTION 1.2**

The name of the *LLC(G)* must comply with Article 92H of the Companies Regulations.

The Companies Regulations, Article 92H deals with the registration of the name of an *LLC(G)* with the *CRO*. It states that:

(1) The name of an *LLC(G)* must:

(A) be written using letters of the English alphabet or such other characters acceptable to the *CRO*; and

(B) end with:

(i) the expression "Limited Liability Company (Guaranteed)";

(ii) the expression "Company Limited by Guarantee"; or

(iii) the abbreviation "llc(g)" or "LLC(G)".

(2) An *LLC(G)* shall not be registered by a name:

(A) which includes, otherwise than at the end of the name, either the expression "Limited Liability Company (Guaranteed)", "Company Limited by Guarantee" or either of the abbreviations "llc(g)" or "LLC(G)";

(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 *LLC(G)* 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.

### **QUESTION 1.8**

Please refer to Companies Regulations, Article 92K, for requirements in relation to location of the *LLC(G)*'s registered office.

## **NOTES FOR COMPLETING FORM CRO1A (cont)**

### **QUESTION 1.9**

The proposed financial year end of the *LLC(G)* should be entered here e.g. 31st December.

**SECTION 2** Please indicate here the nature of the activities to be conducted by the *LLC(G)*.

**SECTION 3** Please provide full details of the proposed subscriber(s). This must include the full name and address. In the case of a *Body Corporate* the information must include the registered number and registered address.

This information will be placed in the public register at the time of incorporation of the *LLC(G)*.

**SECTION 4** Please provide full information on the directors, including any directorships held in the last 5 years. If none, please indicate this by stating "Not Applicable" or "None".

**SECTION 5** Please provide all the information required.

**SECTION 6** All subscribers must complete this section in full.

Please use a "subscribers" continuation page as necessary.

The minimum value of a Member's undertaking is set out in the Companies Rules.

**SECTIONS 7 AND 8** This declaration must be signed by each director and the secretary and the original signatures attached to this form.

**SECTION 9** All the subscribers must sign this form.

If a subscriber is a *Body Corporate*, an official of the subscriber, who holds the necessary authority, must sign the form.

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



ADDITIONAL INFORMATION



QATAR FINANCIAL CENTRE (QFC)

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