



## **DEFINITIONS OF PERMITTED ACTIVITIES<sup>3</sup>**

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<sup>3</sup> Disclaimer: The list of licensed and unregulated permitted activities is an indicative and non-exhaustive list based on Schedule 3 of the QFC Law. The QFC Authority's has discretion under Article 21 of the QFC Authority Regulations, to decide whether to give a licence to carry out any permitted activity in or from the QFC.



1. **SHIP BROKING**

Typically includes brokerage for time and bareboat charter, handling paperwork, customs and other requirements and organising storage, fuel and maintenance.

2. **SHIPPING AGENTS**

Typically includes initiating and originating deals for sale of ships, assisting in negotiations for sale of ships and assisting in drawing up a contract for sale of ships.

3. **CREDIT RATING**

Typically includes providing potential investors, stakeholders, financial institutions and others who have a need to evaluate the creditworthiness of these persons, financial instruments and businesses.

4. **CLASSIFICATION OF VESSELS**

Typically includes:

- A technical review of the design plans and related documents for a new vessel to verify compliance with the applicable rules
- Attendance at the construction of the vessel in the shipyard to verify that the vessel is constructed in accordance with the approved design plans and classification rules
- Attendance at the relevant production facilities that provide key components to verify that the component conforms to the applicable rule requirements
- Attendance at the sea trials and other trials relating to the vessel and its equipment prior to delivery to verify conformance with the applicable Rule requirements

5. **COMPANY HEADQUARTERS**

Typically includes setting strategic plans for the entire group and conducting M&A.

6. **TREASURY OPERATIONS**

Typically includes the management of debt, banking relationships, management of cash flows, and factoring and leasing.

7. **MANAGEMENT OPERATIONS**

Typically includes:

- Managing the offices of subsidiaries (excludes activities of Holding Company)
- The design and management of products, processes, services and supply chains.
- The design of group policies
- The management of centralised procurement processes and other centralised processes
- The management of internal IT processes

## 8. PROFESSIONAL SERVICES

### 1. Advisory / Consulting

Typically includes:

- Strategic, operating model and organisational planning
- Financial planning and budgeting
- Feasibility of entering new businesses or markets
- Reviewing data and assisting in the preparation of Initial Public Offerings (IPOs) documents and Private Placements documents
- Advising and assisting clients on the best approach to funds to finance their business
- Business and investment valuations and other financial modelling
- Fraud investigation and control
- Business restructuring and turnaround services
- Provide advice on formation of business entities
- Business process reengineering
- Change management programs
- Risk management advice
- Healthcare consulting
- Other business performance services

Additional approvals may be required for such services (e.g. QFMA approvals to operate in Qatar / QFC for some firms involved in capital market transactions). Certain services may give rise to perimeter issues that would need to be discussed early on with the QFCRA.

### 2. Audit

Typically includes:

- Performing audit, examination, verification, investigation, certification, presentation or review of financial transactions and accounting records
- Preparing or certifying reports on audits or examinations of books or records of account, balance sheets and other financial, accounting and related documents for such a Person;
- Advising such a person on matters relating to accounting procedure and the recording, presentation or certification of financial information or data, including financial information or data required
- Bookkeeping
- Payroll processing
- Preparation of financial accounts
- Additional approvals may be required for such services (e.g. QFCRA / QCB approvals to audit)

### 3. Tax Consultancy

Typically includes tax compliance services, tax due diligence and transfer pricing services.

### 4. Information Technology Consultancy

Typically includes the planning, designing and analysis of computer software and hardware and after sale client-services, such as implementation, maintenance, training in the use of custom software. Does not include trading or selling hardware or software.

## 5. HR Consultancy

Typically includes:

- Executive search
- Recruitment efforts
- Headhunting
- Organisational design
- Salary benchmarking and staff benefit and compensation planning
- Human resource and personnel policies and improving human resource processes
- Global mobility services

HR consultancy does not include manpower firms and outsourcing arrangements.

## 6. Logistics Planning and Consulting

Typically includes:

- Manufacturing operations improvement
- Production planning and control
- Quality assurance and quality control
- Inventory management
- Distributions networks
- Warehouse use and utilisation
- Transportation and shipment of goods and material
- Materials management and handling

## 7. Environmental Consulting

Typically includes providing advice to businesses, by offering solutions to clients, specifically related to environmental issues.

## 8. Project Management

Typically includes:

- Working as Project Management Office (PMO) for another entity
- Design project management governance structures
- Develop project management templates, checklists, tools and processes

Project Management does not include manpower firms and outsourcing arrangements.

## 9. Legal

Typically includes:

- The provision of legal advice or counsel
- Drafting, amending, negotiating and reviewing legal documents or agreements for clients
- Representation of individuals and businesses in court proceedings or in an administrative adjudicative procedure
- Issuing formal legal opinions regarding matters of law
- Negotiating legal rights or responsibilities on behalf of individuals or businesses
- Acting as arbitrator, mediator or expert witness
- Assisting clients in their dealings with government, other authorities and international organisations

This activity excludes legal activities related to patent, copyrights, estate planning and will writing.

## 10. Estate Planning and Will Writing

Typically includes:

- Strategy design
- Will execution
- Drawing up trust agreements
- Tax inheritance planning

## 11. Activities of Patent & Copyright Agents; Other Legal Activities Not Elsewhere Classified

Typically includes:

- Providing advice and preparation of legal documents, regarding copyrights and patents
- Other legal activities not elsewhere classified by the QFC



## 12. Information Services

Typically includes:

- News
- Analytics
- Data
- Communication platforms
- Multimedia

## 13. Media Representation Services

Typically includes the sale or re-sale of space and time for advertising purposes.

## 14. Information Services

Typically includes:

- Creative advertising
- Commercial art
- Design of display structures and sites

## 15. Public Relations

Typically includes preparing written material and preparing spoken material.

The difference between public relations and advertising is that advertising involves paying to promote an entity or product through different mediums, whereas in public relations the promotion through the different mediums is not paid for.

## 16. Marketing and Brand Management

Typically includes:

- Planning and implementing a plan for the promotion of product(s) or brand(s)
- Strategic positioning of product(s) or brand(s) in order to influence the perception of the market

## 17. Specialised Design Activities

Typically includes:

- Fashion design, related to textiles, apparel, furniture, jewellery and shoes
- Graphic design
- Industrial design, which has the purpose of optimising the use, value and appearance of products, by determining the materials, mechanisms, surface finishes and colour of a product, instrument or machine

## 18. Event Management Services

Typically includes:

- The management of events such as a meeting, convention, tradeshow, ceremony, team building activity, party, or convention.
- All activities necessary to launch an event, which include budgeting, establishing timelines, selecting and reserving the event site and acquiring permits

## 19. Third Party Administrator

Typically includes:

- Customer support
- Admission and medical review
- Product design and modification support
- Underwriting and policy issuing support

Third Party Administrator does not include conducting any regulated activities.

Additionally, if the Third Party Administrator undertakes loss adjustment, it should be licensed to do that within the scope of its activities.

## 20. Loss Adjustment

Typically includes:

- Assessing insurance claims
- Claims adjusting
- Risk assessing
- Risk and damage evaluation
- Average and loss adjusting
- Settling insurance claims

## 21. Architectural Activities

Typically includes the planning and designing of institutional, leisure, commercial and industrial buildings and structures.

## 22. Engineering Design Activities for Industrial Process and Production

Typically includes providing engineering design services for the development and design of machines, materials, instruments, structures, processes and systems.

## 23. Engineering Related Scientific and Technical Consulting Activities

Typically includes providing advice to businesses by solving problems specifically related to engineering, scientific and/or technical issues.

This activity does not include environmental consulting or engineering design.

Additional approvals may be required for such services (e.g. Ministry of Municipality and Urban Planning approvals to operate).

## 24. Urban Planning and Landscape Architectural Activities

Typically includes providing services for the planning, design and development of cities and towns, which includes:

- Parks and other recreational areas
- Airports
- Highways
- Hospitals
- Schools
- Land subdivisions

Additional approvals may be required for such services (e.g. Ministry of Municipality and Urban Planning approvals to operate).

## 25. Translation and Interpretation Activities

Typically includes providing services for the translation of text or interpretation of speech from another language, on a contract or fee basis.

## 26. Accreditation

Typically includes providing attestation of the conformity to a predefined set of standards (such standards should be acceptable to the QFCA).

## 27. Other Services

Typically includes business and professional education, and all other professional, scientific and technical services, except those that have already been defined above.

## 9. ADMINISTRATION OF TRUSTS

Typically includes:

- Creation of trusts on behalf of a client
- Services as trustee
- Opening of accounts
- Keeping records and ensuring regulatory filings
- Bookkeeping, accounting

## 10. HOLDING COMPANY

Typically includes:

- Holding and maintaining one or more Subsidiary
- Granting any type of security interest over its assets for its own benefit or for the benefit of any of its Subsidiaries
- Providing an indemnity, guarantee or similar support to any third party for its own benefit or for the benefit of any of its Subsidiaries
- The acquisition, holding or disposal of any interest in any asset whether tangible or intangible for its own benefit or for the benefit of any of its Subsidiaries
- Providing any type of loan or other form of financing to any other member of its Group
- Any activities which are ancillary to the activities set out under (a) to (e) above
- Any other activity approved in writing by the QFC Authority that falls within the Permitted Activities identified in Paragraphs 12, 14, or 15, Part 2, Schedule 3

of the QFC Law, or qualifies as an exemption under Schedule 3 of the FSR

A Holding Company must not engage:

1. In commercial or trading activities with third parties that do not form part of its Holding Company Group; and
2. In any Regulated Activity with any third party that does not form part of its Holding Company Group unless it is duly authorised by the Regulatory Authority in relation to the conduct of such Regulated Activity

### **11. SINGLE FAMILY OFFICE**

Typically includes:

- Providing investment advice to a single family
- Managing assets and securities portfolio owned by the single family

### **12. SPECIAL PURPOSE COMPANY**

Typically includes:

- Hold assets and liabilities of the parent company
- Complete transactions
- Facilitate the financing activities of the parent company or the group

### **13. ADMINISTRATION OF COMPANIES**

Typically includes providing administrative services to SFOs, keeping records, ensuring regulatory filings, bookkeeping and accounting.



## **APPENDIX 1.**

### **SPECIFIC CREDENTIALS AND EXPERIENCE RELEVANT ONLY TO LAW FIRMS / LEGAL SERVICES PROVIDERS**

- Attach a list of the laws and jurisdictions in which your company and your lawyers are qualified to practice
  - Please provide details of how these qualifications support and align with QFC Permitted Activities as per Schedule 3 of QFC Law No 7 of 2005 (as amended)<sup>4</sup>
- What are your core areas of practice?
  - Are these readily available from providers of legal services in the State of Qatar or elsewhere in the Middle East region?

### **SPECIFIC CREDENTIALS AND EXPERIENCE RELEVANT ONLY TO ACCOUNTANCY SERVICES PROVIDERS**

- Attach a list of qualifications & experience for your company and professionals that demonstrate your qualification to apply IFRS, UK GAAP, US GAAP, General Accepted Accounting Standards and/or AAOIFI standards.

### **SPECIFIC CREDENTIALS AND EXPERIENCE RELEVANT ONLY TO TAX CONSULTING SERVICES PROVIDERS**

- Attach details of the tax systems on which your company has experience of advising.

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<sup>4</sup> [QFC Law and all QFC regulations](#)