HOW TO APPLY FOR AN MIC GATE PASS

1. PREPARE AN APPLICATION ON SCREEN

- 1. Complete the heading and Section 1 of the Application Form in **English**.
- 2. For a group of staff, MAXIMUM 20:
 - Enter the Company information on the Application Form in **English**;
 - For "Name" enter "See attached list":
 - Enter the name and details of each applicant in **English** on the Names List form.
- 3. In Section 2, tick the box for each location to which access is needed.
- 4. Print out the completed form(s).
- 5. Print, type or write clearly the name(s) of the applicant(s) in **Arabic**.
 - If necessary, ask the sponsoring Company to do this when authorizing the application.
- 6. Attach clear photocopies of required documentation (see list below).
- 7. Have the form signed & stamped by the applying Company's approved representative.
- 8. Send or fax the form to each location to obtain an authorizing signature & stamp.

2. SUBMIT THE APPLICATION AT THE GATE PASS OFFICE

THE APPLICATION FORM SUBMITTED MUST HAVE THE ORIGINAL SIGNATURE & STAMP OF THE APPLYING OR SPONSORING COMPANY

A. INDIVIDUAL 1 – 31-DAY PASS

Applicant for the pass or Company's **Focal Point**:

- 1. Take the Application to the Temporary Pass counter.
- 2. If a Fee is payable, pay the amount on the Payment Advice at the adjacent Bank counter.
- 3. Go to the Collection counter (with the Bank receipt) and collect the Gate Pass.
- B. 1 31-DAY PASSES FOR A GROUP

Applicant Company's Focal Point ONLY:

- 1. Take the Application to the Group/Term Pass counter for checking & preparing the Passes.
- 2. Return to the Group/Term Pass counter on the day & time instructed.
- 3. If a Fee is payable, pay the amount on the Payment Advice at the adjacent Bank counter.
- 4. Go to the counter (with the Bank receipt) collect the Gate Passes for distribution to the holders.
- C. PASSES VALID OVER 1 MONTH

Applicant Company's Focal Point ONLY:

- 1. Take the Application to the Group/Term Pass counter for checking & preparing the Passes.
- 2. Return to the Group/Term Pass counter on the day & time instructed.
- 3. If a Fee is payable, pay the amount on the Payment Advice at the adjacent Bank counter.
- 4. Go to the counter (with the Bank receipt) collect the Gate Passes for distribution to the holders.

REQUIRED DOCUMENTATION

The following documents must accompany each application for a Gate Pass.

ALL PASSES:

- Photocopy of Qatari Identity Card (both sides) OR
- Photocopy of Identity Card Issued by Ministry of Interior (both sides) OR
- Photocopy of passport pages showing:
 - Passport details and photograph
 - Entry Visa
 - Residence Permit (if appropriate).

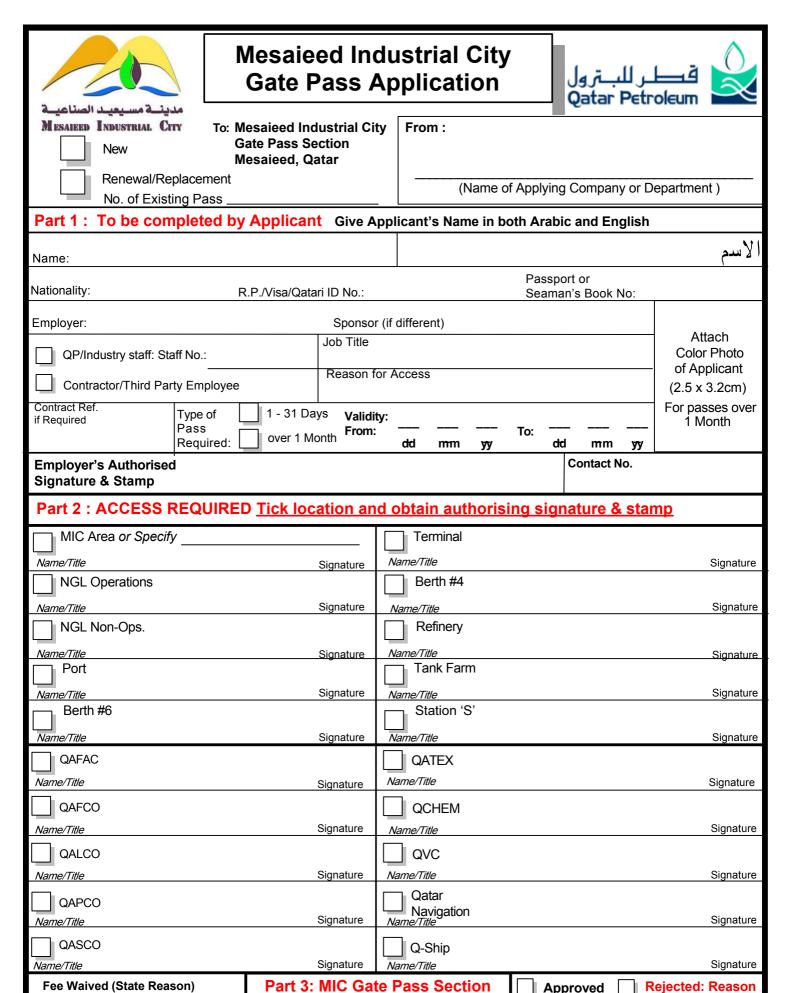
PASSES VALID OVER 1 MONTH ONLY:

In addition to one of the above documents:

- One photograph: head & shoulders, passport size (2.5 x 3.2 cm); background not white. Attach to the Application Form.
- CID file card in approved format with attached photograph as above.

SUB-CONTRACT STAFF (Not under Applicant Company's sponsorship):

Copy of sub-contracting agreement with Applicant's sponsor/company.



MIC Gate Pass Authorized Signature

Date

Authorized Signature

Date