

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.



Mesaieed Industrial City Gate Pass Application



مدينة مسيعة الصناعية
MESAIEED INDUSTRIAL CITY

To: Mesaieed Industrial City
Gate Pass Section
Mesaieed, Qatar

From :

☐

New

☐

Renewal/Replacement

No. of Existing Pass _____

(Name of Applying Company or Department)

Part 1 : To be completed by Applicant Give Applicant's Name in both Arabic and English

Name:

الاسم

Nationality:

R.P./Visa/Qatari ID No.:

Passport or
Seaman's Book No:

Employer:

Sponsor (if different)

☐

QP/Industry staff: Staff No.:

Job Title

☐

Contractor/Third Party Employee

Reason for Access

Contract Ref.
if Required

Type of
Pass
Required:

☐

1 - 31 Days

☐

over 1 Month

Validity:

From:

dd

mm

yy

To:

dd

mm

yy

Attach
Color Photo
of Applicant
(2.5 x 3.2cm)
For passes over
1 Month

Employer's Authorised
Signature & Stamp

Contact No.

Part 2 : ACCESS REQUIRED Tick location and obtain authorising signature & stamp

☐

MIC Area or Specify _____

Name/Title

Signature

☐

Terminal

Name/Title

Signature

☐

NGL Operations

Name/Title

Signature

☐

Berth #4

Name/Title

Signature

☐

NGL Non-Ops.

Name/Title

Signature

☐

Refinery

Name/Title

Signature

☐

Port

Name/Title

Signature

☐

Tank Farm

Name/Title

Signature

☐

Berth #6

Name/Title

Signature

☐

Station 'S'

Name/Title

Signature

☐

QAFAC

Name/Title

Signature

☐

QATEX

Name/Title

Signature

☐

QAFCO

Name/Title

Signature

☐

QCHEM

Name/Title

Signature

☐

QALCO

Name/Title

Signature

☐

QVC

Name/Title

Signature

☐

QAPCO

Name/Title

Signature

☐

Qatar
Navigation

Name/Title

Signature

☐

QASCO

Name/Title

Signature

☐

Q-Ship

Name/Title

Signature

Fee Waived (State Reason)

Part 3: MIC Gate Pass Section

☐

Approved

☐

Rejected: Reason

Authorized Signature

Date

MIC Gate Pass Authorized Signature

Date