

QP PASS OFFICE RULES – Use of Visa

(Doc Rev. 03/11/11)

| TYPE OF VISA | OPTIONS TO ACCESS A QP AREA WITH EACH VISA TYPE | SUPPORTING DOCUMENTATION REQUIRED TO PROCESS A QP GATE PASS |
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| <p>1. BUSINESS VISIT VISA</p> <p>(Including Visa issued by Qatari Embassy)</p> | <p>QP access may be given up to the visa validity period.</p> | <ul style="list-style-type: none"> • Completed QP pass application, endorsed by an Authorized Signatory of the hosting business (QP, JV, Subsidiary or Main Contractor). • Copy of the person's valid passport. • Copy of the valid business visa. <p><i>Also;</i></p> <ul style="list-style-type: none"> • If the <u>hosting dept is not the sponsor</u>, then the applicant must include a No Objection Certificate (NOC) from the sponsor - this will be in cases where the sponsor name is indicated on the visa. Alternatively where the sponsor name is not included on the visa – the hosting dept must include a letter declaring they are the sponsor /or alternatively they are responsible to include a NOC from the applicant's sponsor. <p>Note: As per Procedure QPR-DIS-016 – the above points are an administrative task and responsibility of, the Authorized Signatory who is required to submit the necessary supporting documentation to the QP Pass Office.</p> |
| <p>2. WORK VISIT VISA</p> <p>(Normal – there is no restriction on stay of duration, providing the visa validity permits)</p> | <p>QP access may be given for a 3 month maximum period; from the current date of entry to Qatar (Providing the visa validity permits).</p> | <ul style="list-style-type: none"> • Completed QP pass application, endorsed by an Authorized Signatory of the hosting business (QP, JV, Subsidiary or Main Contractor). • Copy of the person's valid passport. • Copy of the valid work visa. <p><i>Also;</i></p> <ul style="list-style-type: none"> • If the <u>hosting dept is not the sponsor</u>, then the applicant must include a No Objection Certificate (NOC) from the sponsor. (This will be in cases where the sponsor name is indicated on the visa). Alternatively where the sponsor name is not included on the visa – the hosting dept must include a letter declaring they are the sponsor /or alternatively they are responsible to include a NOC from the applicant's sponsor. <p>Note: As per Procedure QPR-DIS-016 – the above points are an administrative task and responsibility of, the Authorized Signatory who is required to submit the necessary supporting documentation to the QP Pass Office.</p> |

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| <p>3. WORK VISIT VISA</p> <p>(Multiple entry - each entry not allowed to stay more than a month)</p> | <p>QP access may be given up to 1 month (Providing the visa validity permits).</p> | <ul style="list-style-type: none"> • Completed QP pass application, endorsed by an Authorized Signatory of the hosting business (QP, JV, Subsidiary or Main Contractor). • Copy of the person's valid passport. • Copy of the valid work visa. <p>Also;</p> <ul style="list-style-type: none"> • If the <u>hosting dept is not the sponsor</u>, then the applicant must include a No Objection Certificate (NOC) from the sponsor. (This will be in cases where the sponsor name is indicated on the visa). Alternatively where the sponsor name is not included on the visa – the hosting dept must include a letter declaring they are the sponsor /or alternatively they are responsible to include a NOC from the applicant's sponsor. <p>Note: As per Procedure QPR-DIS-016 – the above points are an administrative task and responsibility of, the Authorized Signatory who is required to submit the necessary supporting documentation to the QP Pass Office.</p> |
| <p>4. TOURIST VISIT VISA</p> | <p>As per Qatar regulations – tourist visa holders are not permitted to work in Qatar with or without payment.</p> | <ul style="list-style-type: none"> • Generally, not allowed into a QP facility. • Any request by such a visa holder to access QP - must be forwarded (via the sponsor) to the Regional Head of Security (Operations) for review. <p>Note: Refer to “Letter of Undertaking” which is to be used in all cases where QP access is required, for Tourist Visa holders.</p> |
| <p>5. GCC Residence Permit Holders</p> <p>(Visit Visa On Arrival)</p> | <p>QP access may be given up to 1 month (Providing the visa validity permits).</p> | <ul style="list-style-type: none"> • Copy of valid GCC resident permit. • Completed QP pass application, endorsed by an Authorized Signatory of the hosting business (QP, JV, Subsidiary or Main Contractor). <p>Note: As per Procedure QPR-DIS-016 – the above points are an administrative task and responsibility of, the Authorized Signatory who is required to submit the necessary supporting documentation to the QP Pass Office.</p> |
| <p>6. FAMILY VISA</p> <p>(Person working, under spouse' sponsorship)</p> | <p>QP access may be given up to the RP validity period or duration of the person's contract – whichever is the lesser period.</p> | <ul style="list-style-type: none"> • Copy of the person's valid passport. • Copy of the person's valid Qatar ID or RP • NOC certificate from Sponsor (e.g. spouse) • Signed and stamped letter from the Company identifying the person as an employee with their duties and the Sponsor's details. <p>Note: As per Procedure QPR-DIS-016 – the above points are an administrative task and responsibility of, the Authorized Signatory who is required to submit the necessary supporting documentation to the QP Pass Office.</p> |