





MIC Gate passes procedures

There is two kind of MIC gate passes:
 First temporary gate this from one day till one month.
 Second permanent gate this for one year.



1. Get the application from the web site
http://www.mic.com.qa/mic/web.nsf/web/mic_forms

		Mesaieed Industrial City Gate Pass Application			
MESAIEED INDUSTRIAL CITY <input type="checkbox"/> New <input type="checkbox"/> Renewal/Replacement No. of Existing Pass _____		To: Mesaieed Industrial City Gate Pass Section Mesaieed, Qatar		From : _____ (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)		Attach Color Photo of Applicant (2.5 x 3.2cm) For passes over 1 Month	
<input type="checkbox"/> QP/Industry staff. Staff No.: _____ <input type="checkbox"/> Contractor/Third Party Employee		Job Title			
		Reason for Access			
Contract Ref. if Required	Type of Pass Required:	<input type="checkbox"/> 1 - 31 Days <input type="checkbox"/> over 1 Month	Validity: From: ___ dd ___ mm ___ yy To: ___ dd ___ mm ___ yy		
Employer's Authorised Signature & Stamp				Contact No.	
Part 2 : ACCESS REQUIRED Tick location and obtain authorising signature & stamp					
<input type="checkbox"/> MIC Area or Specify _____ Name/Title _____ Signature _____		<input type="checkbox"/> Terminal Name/Title _____ Signature _____			
<input type="checkbox"/> NGL Operations Name/Title _____ Signature _____		<input type="checkbox"/> Berth #4 Name/Title _____ Signature _____			
<input type="checkbox"/> NGL Non-Ops. Name/Title _____ Signature _____		<input type="checkbox"/> Refinery Name/Title _____ Signature _____			
<input type="checkbox"/> Port Name/Title _____ Signature _____		<input type="checkbox"/> Tank Farm Name/Title _____ Signature _____			
<input type="checkbox"/> Berth #6 Name/Title _____ Signature _____		<input type="checkbox"/> Station 'S' Name/Title _____ Signature _____			
<input type="checkbox"/> QAFAC Name/Title _____ Signature _____		<input type="checkbox"/> QATEX Name/Title _____ Signature _____			
<input type="checkbox"/> QAFCO Name/Title _____ Signature _____		<input type="checkbox"/> QCHEM Name/Title _____ Signature _____			
<input type="checkbox"/> QALCO Name/Title _____ Signature _____		<input type="checkbox"/> QVC Name/Title _____ Signature _____			
<input type="checkbox"/> QAPCO Name/Title _____ Signature _____		<input type="checkbox"/> Qatar Navigation Name/Title _____ Signature _____			
<input type="checkbox"/> QASCO Name/Title _____ Signature _____		<input type="checkbox"/> Q-Ship Name/Title _____ Signature _____			
Fee Waived (State Reason) _____		Part 3: MIC Gate Pass Section		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected: Reason _____	
Authorized Signature _____ Date _____		MIC Gate Pass Authorized Signature _____ Date _____			

2. Fill the application (Example):

 مدينة مسييد الصناعية MESAIEED INDUSTRIAL CITY	Mesaieed Industrial City Gate Pass Application	 قطر للبترول Qatar Petroleum
<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal/Replacement No. of Existing Pass _____	To: Mesaieed Industrial City Gate Pass Section Mesaieed, Qatar	From : QATALUM (Qatar Aluminum Ltd.) (Name of Applying Company or Department)
Part 1 : To be completed by Applicant Give Applicant's Name in both Arabic and English		
Name: VIDAR BERGE		الاسم
Nationality: NORWEGIAN	R.P./Visa/Qatari ID No.: 542008056496	Passport or Seaman's Book No: 26205797
Employer: QATALUM	Sponsor (if different)	Attach Color Photo of Applicant (2.5 x 3.2cm) For passes over 1 Month
<input type="checkbox"/> QP/Industry staff. Staff No.:	Job Title ENGINEER	
<input type="checkbox"/> Contractor/Third Party Employee	Reason for Access WORK	
Contract Ref. if Required	Type of Pass Required: <input checked="" type="checkbox"/> 1 - 31 Days <input type="checkbox"/> over 1 Month	Validity: From: 04 03 08 To: 01 04 08 dd mm yy To: dd mm yy
Employer's Authorised Signature & Stamp		Contact No.
Part 2 : ACCESS REQUIRED Tick location and obtain authorising signature & stamp		
<input checked="" type="checkbox"/> MIC Area or Specify _____	<input type="checkbox"/> Terminal	Name/Title Signature
<input type="checkbox"/> NGL Operations	<input type="checkbox"/> Berth #4	Name/Title Signature
<input type="checkbox"/> NGL Non-Ops.	<input type="checkbox"/> Refinery	Name/Title Signature
<input type="checkbox"/> Port	<input type="checkbox"/> Tank Farm	Name/Title Signature
<input type="checkbox"/> Berth #6	<input type="checkbox"/> Station 'S'	Name/Title Signature
<input type="checkbox"/> QAFAC	<input type="checkbox"/> QATEX	Name/Title Signature
<input type="checkbox"/> QAFCO	<input type="checkbox"/> QCHEM	Name/Title Signature
<input type="checkbox"/> QALCO	<input type="checkbox"/> QVC	Name/Title Signature
<input type="checkbox"/> QAPCO	<input type="checkbox"/> Qatar Navigation	Name/Title Signature
<input type="checkbox"/> QASCO	<input type="checkbox"/> Q-Ship	Name/Title Signature
Fee Waived (State Reason)	Part 3: MIC Gate Pass Section <input type="checkbox"/> Approved <input type="checkbox"/> Rejected: Reason	
Authorized Signature	MIC Gate Pass Authorized Signature	Date
Date	Date	Date

3. Then it should stamp from QATALUM and signed by authorized person.
4. Attached copy for your passport and resident permit.
5. If your gate pass permanent add two photograph with background.
6. If there is additional names there list application (Example):

 مدينة مسعيد الصناعية MESAIEED INDUSTRIAL CITY To: Mesaieed Industrial City Gate Pass Section Mesaieed, Qatar	Mesaieed Industrial City Gate Pass Application Additional Name(s) List	 قطر للبترول Qatar Petroleum			
From : _____ QATALUM (Sponsoring Company/QP Department Name)					
Give Name in both Arabic and English; Nationality in Arabic					
اسم الكفيل SPONSOR NAME	صلاحية الاقامة R.P./VISA VALIDITY	رقم الجواز PASSPORT NUMBER	الجنسية NATIONALITY	الاسم FULL NAME (As shown on Passport)	No.
QATAR LABS		27935620164	INDIAN	SHIBI ABDUL SATHAR HABEEBULA	1
QATAR LABS		26960805984	PHILIPPINES	ROGELIO TAMARAY BATANG	2
QATAR LABS		27460804338	PHILIPPINES	MICHAEL CASTRENCE ASPA	3
					4
					5
					6
					7
					8
					9
					10
End-User/Main Contractor (Stamp & Signature)			MIC Gate Pass Section		
Sponsoring Company/QP Dept. (Stamp & Signature)					