

MWANI QATAR

The purpose of the procedure is to practice of the profession of **Shipping Agency and/or Freight Forwarding** at Ports managed by and under the jurisdiction of Mwani Qatar.

PROCESS

- 1) For organizational and administrative purposes Shipping agency and Freight Forwarding activities are not permitted at ports managed by Mwani Qatar except after obtaining a permit (Operational Permit) for practicing required activity from Mwani Qatar.
- 2) Shipping Agent or Freight Forwarding shall apply to the Mwani Qatar to obtain permit for practicing Shipping agency or Freight Forwarding agency activities which the application should include:
 - A. Valid License issued by the Ministry of Transport and Communications to practice the activities of shipping agency or freight forwarding.
 - B. Name of company, its type, share capital and trade mark, if any.
 - C. The principal office and address of the company.
 - D. The name of the person authorized to manage the company and the name of the managing director.
 - E. Number of workers in the company, their nationalities, qualifications and experiences.
- 3) The competent body at Mwani Qatar shall review the application to obtain permit for practicing activities, verify the information therein and attached documents then issue resolution on approval or rejection of the permit to practice activities at Ports managed by Mwani Qatar. Rejection should specify reasons.
- 4) Permit to practice activities shall be valid for one Gregorian year from the date of issuance renewable annually against fees for issuance of Operational Permit as per tariff of the Mwani Qatar (Permits and License Charges).
- 5) Application for renewal shall be submitted to the competent body at Mwani Qatar Forty-Five days at least prior to the expiry date of that permit together with the fees fixed for renewal and supporting documents.

Renewals for a practicing permit are subject to the same conditions provided within the permit. Agents may not practice Shipping Agency and Freight Forwarding activities at Ports managed by Mwani Qatar once permit is expired and not renewed in the fixed time in which case fines and penalties set forth in case of offences at the Mwani Qatar shall be applied.
- 6) Agent undertakes to :
 - A. Work 24/7 including holidays and official public holidays through his office at the port.
 - B. Issue cargo exchange documentation through the agent's office at the port.
 - C. Mwani Qatar will provide the Port community Stems and the agents will interact with the port through the systems for their services, when ready.
 - D. Provide timely notification to consignees and shippers relating to their cargoes.
 - E. Provide list of rates for services rendered to the clients to Mwani Qatar.
 - F. Ensure that their employees wear the proper PPE for the job and follow instruction as per port and terminal rules.



- G. Bear full responsibility towards any damage caused to the goods or facilities of the port resulting from commission or omission by employees or contractors and undertake to make good damage and pay compensation for the same.
- 7) Mwani Qatar provides against monthly rent value suitable office for every agent at the port administrative area to enable agent to carry out activities and duties properly.
- 8) Mwani Qatar has the right to suspend or cancel permit of the agent in the cases:
 - A. In case of contravening any provision of the Qatari Laws or the Regulations of Mwani Qatar.
 - B. In case the agent does not carry out his duties and responsibilities that are required from him towards their authorizer or towards the Mwani Qatar and the operator of the port.
 - C. Repeating commission of offences.

APPLICATION FORM

Fill-up application form MQ-F-0902-1



مواني قطر
MWANI QATAR

(OPERATIONAL PERMIT)
SHIPPING AGENCY AND/OR FREIGHT FORWARDING APPLICATION FORM

Date: ____ / ____ / ____
dd mm yyyy

Attn. of: Mwani Qatar

As per Mwani Qatar conditions and procedures; to permit the practice of the profession of "Shipping Agency and/or Freight Forwarding" at Ports managed by Mwani Qatar we submit this application and supporting documentation for registration.

Submitted documents:

1.	Valid license issued by the Ministry of Transport and Communications to practice the activities of shipping agency and/or freight forwarding.	<input type="checkbox"/>
2.	Name of company, its type, share capital and trade mark if any.	<input type="checkbox"/>
3.	The principal office and address of the company. E-mail and contact details.	<input type="checkbox"/>
4.	The name of the authorized person and the name of the managing director.	<input type="checkbox"/>
5.	Number of workers in the company, their nationalities, qualifications and experiences.	<input type="checkbox"/>

We undertake to ensure the validity and availability of all mentioned licenses and documentation above.

The permit is authorized relatively to the validity of MOTC permit. Subsequent amendment to the supporting documents should immediately inform Mwani Qatar.

Company Stamp

Authorized Signature

Name:

Delegation:

Soft copy to send via e-mail to operational.licenses@mwani.com.qa and hardcopy to Mwani Qatar Head office.