





# COMPANY PROFILE - 2024

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# ABOUT OUR COMPANY

First International Services is a unique organization authorized by the Ministry of Interior in Qatar. They offer a diverse range of government communication services, including Pro Services, Company Formation, Company Classification, Partnership, and other related transactions.

Since 2009, they have been providing valuable governmental solutions and assistance to both individuals and corporate clients. The organization is staffed with experienced professionals who are dedicated to helping clients with their government-related concerns. Their mission is to provide a comprehensive range of government services, allowing clients to focus on their core business while First International Services manages their critical government matters. First International Services aims to make government transactions as easy as possible and offers express services for organizations, recruiters, and individuals.

Their team of experts is well-equipped to handle clients' governmental needs, providing them with extensive expertise, exceptional customer service, and ongoing support. Whether it's for companies or individuals, they are committed to guiding clients through local government laws and procedures. Their commitment to customer satisfaction is evident through their emphasis on providing unparalleled customer service and continuous support.

Their team of experts is readily available to answer queries, offer advice, and provide ongoing assistance throughout the entire process. First International Services understands the importance of adhering to local government laws and procedures. Their professionals possess in-depth knowledge of these regulations, allowing them to guide clients effectively and ensure compliance with the necessary legal requirements.

Overall, First International Services is dedicated to simplifying government transactions and providing comprehensive solutions to individuals and businesses alike. Through their expertise, customer-centric approach, and commitment to excellence, they aim to be the go-to partner for clients seeking assistance with their governmental needs in Qatar.

# COMPANY CERTIFICATIONS



## CERTIFICATIONS

Certified for excellence: First International holds ISO 9001 and ISO 27001 certifications, ensuring top-quality service and data security for our valued clients.

# OUR VALUED CLIENTS

First International places the utmost importance on preserving the complete confidentiality of its clients' information. We understand the sensitive nature of the data entrusted to us, and we make it our top priority to ensure its security. Our stringent protocols and robust security measures are designed to protect your information from unauthorized access or disclosure.



In addition to safeguarding confidentiality, we are deeply committed to upholding ethical and professional standards in all our interactions with clients. We believe in conducting business with integrity, transparency, and respect. Our team of professionals adheres to a strict code of conduct, ensuring that your interests are always prioritized and your trust is well-placed.

Our track record speaks for itself. We have a long-standing history of successfully handling highly confidential government transactions for various industries. Our expertise extends across sectors such as construction, logistics, education, hospitality, restaurants, retail, and international corporations and organizations. This diverse experience has honed our ability to handle sensitive information with the highest level of discretion and care.

When you choose First International, you can have confidence that your confidentiality is secure with us. We are dedicated to maintaining ethical and professional standards at every step of the way. Trust us to handle your information with the utmost confidentiality and provide you with a reliable and trustworthy service.



# OUR SERVICES

At First International, we are dedicated to providing a comprehensive range of services that enable organizations to thrive and achieve their goals. Our commitment to excellence and client satisfaction is at the forefront of everything we do.



- ✓ Establishing a company with 100% non-Qatari capital
- ✓ Establishing a company with Qatari capital
- ✓ Home licenses



- ✓ Change of partners' shares in the commercial register (selling a company)



- ✓ government Documents Clearance



## Ministry of Commerce and Industry :

- Establishing companies, reserving a trade name, attesting Memorandum of Association, and printing the Commercial registration for the first time
- Issuing Trade licenses first time
- Renew commercial registration (renew CR)
- Renew Trade license and Cancellation trade license
- Adding and deleting an authorized signatory to the commercial register
- Print an extract from the commercial register(Arabic or English) and a replacement for a lost commercial license
- Updating the commercial license data, amending the responsible manager, and amending the address
- Release the Trade license suspension
- Modifying of commercial register data, change of capital and change of name
- Transferring from a branch to a main/ Main to a branch
- Separate the branch from the main one
- Selling companies and changing the shares of partners
- Issuing licenses for offers, Sale and raffles
- Add and delete activities
- Amending Memorandum of Association
- Trademark registration at the Ministry of Commerce and Industry
- Delete and Liquidation of the company and branches from the Ministry of Commerce and Industry
- Declaration of the real beneficiary



## Ministry of Interior :

- ✓ Issuing entry visas, work visas -Business visas
- ✓ Fingerprint procedures
- ✓ Medical examination procedures outside the country (Philippines - India - Pakistan - Bangladesh - Nepal - Sri Lanka)
- ✓ Extended Visas , Payment of fees and fines
- ✓ Change visas (transferring work visas from company to another, and family visas)
- ✓ Issuing and activating the Residency with a visa number
- ✓ Renewal of residence (ID Renewal)
- ✓ Id cancellation
- ✓ Transfer new passport to id (update passport information on id )
- ✓ Issuing a return permit
- ✓ Print Labor status from the Ministry of the Interior, visas or residents
- ✓ Print a replacement for a lost allowance for a damaged ID
- ✓ Applying for permanent residence
- ✓ Executing transactions to change the employer, transfer of personal and corporate sponsorship
- ✓ Computer card services: Renewal and issuance for the first time, updating, adding or deleting an authorized person, and deleting an Computer card
- ✓ Civil defense service renew and submit new
- ✓ Registration of the corporate and personal national address
- ✓ Submitting Run a way case reports and settling personal and corporate violations
- ✓ Renew Vehicles license
- ✓ Payment of violations fees
- ✓ Transfer of vehicle ownership
- ✓ Recording accident reports
- ✓ Vehicle exit permit
- ✓ Replacement for damaged and lost vehicle License
- ✓ Car sticker advertisement permit
- ✓ Vehicle write-offs
- ✓ Insurance exchange
- ✓ Replacement of damaged and lost vehicle plate



## Investment department :

- ✓ Radiation Protection Officer RPO
- ✓ Radiation Protection in Industrial Radiography



## Ministry of Culture :

- ✓ Issuing approvals for licensing exhibitions, events and artistic shows
- ✓ Issuance and renewal of advertising license
- ✓ Issuance and renewal of a small printing press license
- ✓ Request for a license to import, export or distribute publications
- ✓ Application for licensing a large printing press
- ✓ Request for a license to sell publications



## Ministry of Public Health :

- ✓ Booking medical commission appointments for issuing residencies
- ✓ Book medical commission appointments for health certificates
- ✓ Issuing health cards
- ✓ Renewal and printing of lost and damaged health cards



## GCC Tourist visa services :

- ✓ Issuing a tourist visa for the United Arab Emirates
- ✓ Issuing a tourist visa for the Kingdom of Saudi Arabia
- ✓ Issuing a tourist visa for the State of Kuwait



## Ministry on finance / Tax department :

- ✓ Purchasing government tenders
- ✓ Issuance and renewal of classification certificates
- ✓ Print the tax card
- ✓ Submission of tax returns for Qatari companies 100%
- ✓ Issue NOC for changing partners





## Ministry of Labor :

- ✓ Print employment contracts
- ✓ Submission of labor approvals
- ✓ Amending labor approvals
- ✓ Power of attorney and contracts
- ✓ Submitting transactions to change the employer
- ✓ Submission of labor complaints
- ✓ Submission and renewal of the Secondment
- ✓ Submission and renewal of work permits for those who are under the sponsorship of their husband
- ✓ Profession modification
- ✓ Updating company information
- ✓ Remove the ban on companies
- ✓ Printing labor status



## Other services :

- ✓ Issue insurance for renew id who's above 60 years
- ✓ Issue insurance for hayya card
- ✓ Sublimation hayya card
- ✓ Submission of tax returns for Qatari companies 100%
- ✓ Renew insurance for Vehicle
- ✓ Writing government letters and printing
- ✓ Follow up on Qatar Steel's no objection to export
- ✓ Follow up on industrial licenses and permits
- ✓ Environmental permit - industrial license
- ✓ Scrapping old cars for individuals and companies, as well as throwing them in municipal landfills And delete it permanently
- ✓ Follow up on obtaining approvals from the Security Systems Department and the Information Technology Department
- ✓ Origin certificate

01

Establishing companies

02

Change of partners' shares.  
Selling companies

03

Cancellation of companies

## Business Partner :



## Business Partner :



At First International, our customers are at the heart of everything we do. We deeply care about their satisfaction and well-being. We strive to go above and beyond to exceed their expectations, providing exceptional service and support. Our dedicated team is committed to listening to their needs, addressing their concerns, and ensuring a smooth and positive experience. Building strong and lasting relationships with our customers is our top priority, as we believe in the value of trust and loyalty. When you choose First International, you can be confident that your needs and happiness are our utmost concern.



## Contact Us!

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