

## Reconciliation Request Service

This service describes the procedures required to apply for reconciliation for a violation recorded at the Tourism Facility.

### Conditions

- Applicant must be listed as either owner, partner, or authorized signatory on the commercial registration
- There may not be another open request of the same type
- The commercial registration must be valid for at least 1 day on the day of submission.
- The commercial permit must be valid for at least 1 day on the day of submission.
- The commercial activities required must be contained in the commercial registration and commercial permit.
- The applicant's identification card must be valid at the time of application.
- A reconciliation application may be only submitted for open violations.

### Documents Required

- Copy of commercial permit
- Copy of commercial registration
- Supporting Documents (if present).

### Fees

- The value of the violation is specified by Qatar National Tourism Council Chairman
- Payment is made after the application is approved

#### Step by step Instructions

1. Login to the portal
2. Choose the organization you want to reconcile about it.
3. Select the service from the Service list
4. Add Reconciliation information.
5. Attach the documents required
6. Confirm the accuracy of the entered data.
7. Submit the Service application