

## Issue Tourism License for Business Events Organizing Offices

This service describes the procedures necessary to issue a tourism license for a Business Events Organizing Office according to the rules and requirements associated with it.

The office may offer the below activities:

- Organizing business events and providing the required preparation for installing booths
- Supervising the operation and the management of business events
- Providing General services, Marketing services and facilitation for exhibitors

The Tourism License is valid for 5 years.

### 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 establishment ID must be valid for at least 1 day on the day of submission.
- The applicant's identification card must be valid at the time of application.
- Managers' IDs must be valid at the time of application.

### Documents Required

- Copy of Commercial Permit
- Copy of Commercial Registration
- Copy of Establishment ID
- Copy of title deed of the property or lease of the establishment.
- Copy of the Public Liability Insurance policy
- Copy of Curriculum vitae of the General Manager

### Fees

The fees for issuing a Tourism License for Business Events Organizing Offices are calculated based on the following selected activities:

- Activity fee- Organizing business events and providing the required preparation for installing booths is QR 25,000
- Activity fee- Supervising the operation and the management of business events is QR 25,000
- Activity fee- Providing General services, Marketing services and facilitation for exhibitors is QR 50,000
- Fees are paid after the application is approved.

### Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Account
- 3- Click on View to choose the organization
- 4- Select the specific service from the list of services (right-hand side)
- 5- Fill in the required data
- 6- Attach the required documents
- 7- Confirm the accuracy of the entered data.
- 8- Submit the Service application

## Renew Tourism License for Business Events Organizing Offices

This service describes the procedures necessary to renew a tourism license for a Business Events Organizing Office according to the rules and requirements associated with it.

The Tourism License is valid for 5 years.

### 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 establishment ID must be valid for at least 1 day on the day of submission.
- The applicant's identification card must be valid at the time of application.
- Managers' IDs must be valid at the time of application.

### Documents Required

- Copy of Commercial Permit
- Copy of Commercial Registration
- Copy of Establishment ID
- Copy of title deed of the property or lease of the establishment.
- Copy of the Public Liability Insurance policy

### Fees

The fees for renewing a Tourism License for Business Events Organizing Offices are calculated based on the following selected activities:

- Activity fee- Organizing business events and providing the required preparation for installing booths is QR 25,000
- Activity fee- Supervising the operation and the management of business events is QR 25,000
- Activity fee- Providing General services, Marketing services and facilitation for exhibitors is QR 50,000
- An additional 5% of the license fee will be paid for each month or part of it in case the license renewal is delayed.
- Fees are paid after the application is approved.

### Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Account
- 3- Click on View to choose the organization
- 4- Select the specific service from the list of services (right-hand side)
- 5- Fill in the required data
- 6- Attach the required documents
- 7- Confirm the accuracy of the entered data.
- 8- Submit the Service application

## Amend Tourism License for Business Events Organizing Offices

This service describes the procedures for amending Tourism License data for a Business Events Organizing Offices according to the rules and requirements associated with it, allowing to modify the following types of data:

- Trade Name
- Commercial Registration data (retrieved automatically from Ministry of Economic & Commerce)
- Commercial Permit data (retrieved automatically from Ministry of Economic & Commerce)

### 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 establishment ID must be valid for at least 1 day on the day of submission.
- The applicant's identification card must be valid at the time of application.
- Managers' IDs must be valid at the time of application.

### Documents Required

- Copy of Commercial Permit
- Copy of Commercial Registration

### Fees

- The tourism license information amendment fee is QR100
- Fees are paid after the application is approved

#### Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Account
- 3- Click on View to choose the organization
- 4- Select the specific service from the list of services (right-hand side)
- 5- Fill in the required data
- 6- Attach the required documents
- 7- Confirm the accuracy of the entered data.
- 8- Submit the Service application

## Cancel Tourism License for Business Events Organizing Offices

This service describes the procedures necessary to cancel a tourism license for a Business Events Organizing Office according to the rules and requirements associated with it.

### 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 applicant's identification card must be valid at the time of application.
- An announcement of license cancellation must be published in an official daily newspaper while the cancellation procedures are administered.

### Documents Required

- Copy of Commercial Permit
- Copy of Commercial Registration
- Tourism Activity Cancellation Certificate from the commercial registration
- Tourism Activity Cancellation Certificate from the commercial permit
- Copy of the announcement of license cancellation in an official daily newspaper

### Fees

- The fee for cancelling a tourism license for a Business Events Organizing Offices is QR 500
- The fees are paid after the application is approved.

#### Step by step Instructions

- 1- Login to the portal with your NAS credentials
- 2- Go to My Account
- 3- Click on View to choose the organization
- 4- Select the specific service from the list of services (right-hand side)
- 5- Fill in the required data
- 6- Attach the required documents
- 7- Confirm the accuracy of the entered data.
- 8- Submit the Service application