

# Holiday Homes Portal User Guide

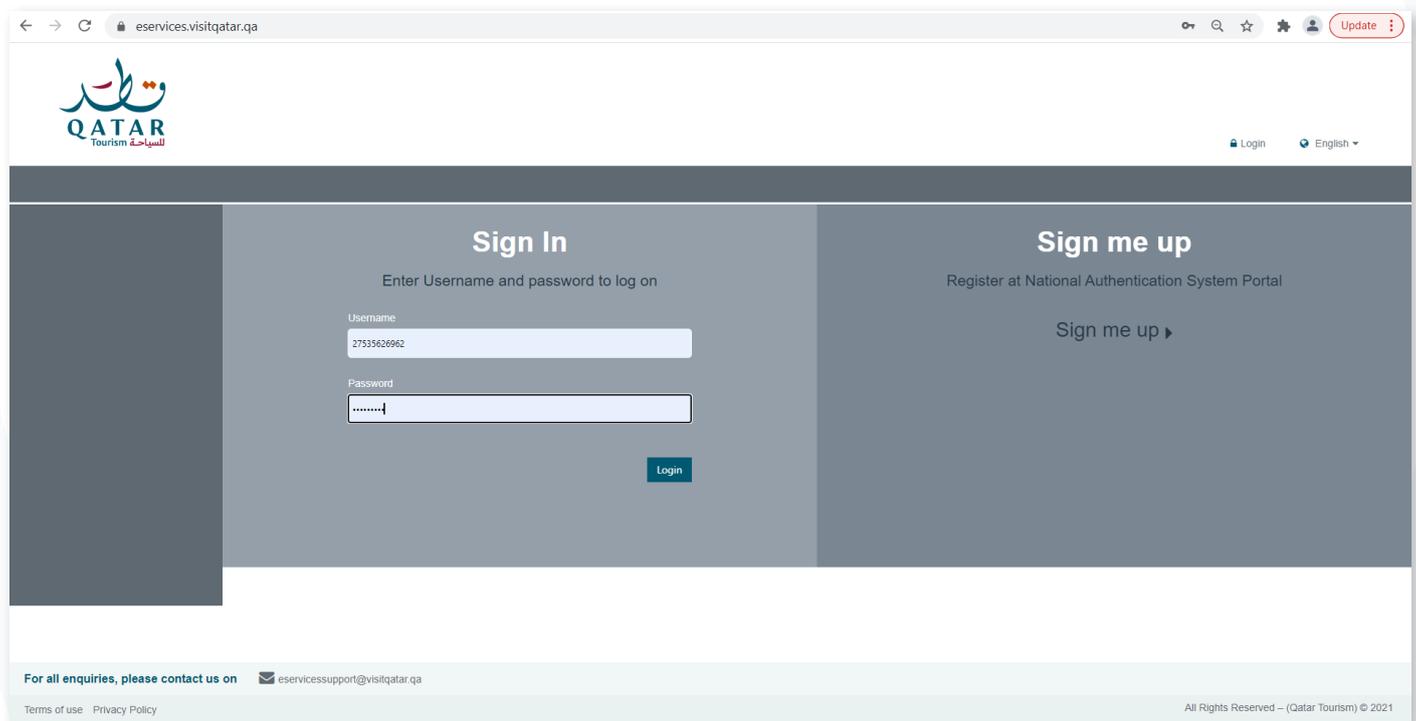


# Issue Tourism License for Holiday Homes

1. Visit <https://eservices.visitqatar.qa>

2. Either Sign in directly to e-licensing system using your NAS credentials (username is your QID number) or Sign up first to register yourself to NAS portal in case you are not registered yet

(<https://www.nas.gov.qa/self-service/register/select-user-type>)



The screenshot shows the website interface for eservices.visitqatar.qa. The page is divided into two main sections: "Sign In" and "Sign me up".

**Sign In:** This section prompts the user to "Enter Username and password to log on". It features two input fields: "Username" with the value "27535626962" and "Password" with masked characters. A "Login" button is positioned below the password field.

**Sign me up:** This section prompts the user to "Register at National Authentication System Portal". It includes a "Sign me up" link with a right-pointing arrow.

The footer contains the text "For all enquiries, please contact us on" followed by an email icon and the address "eservicesupport@visitqatar.qa". It also includes links for "Terms of use" and "Privacy Policy", and a copyright notice: "All Rights Reserved - (Qatar Tourism) © 2021".

### 3. Once logged in, go to My Profile section (on the right-hand side)

Request Number	Request Date	Establishment Name	Request Type	Request Sub Type	Status
Currently there are no records that match your criteria.					

Request Number	Establishment Name	Request Date	Status	Request Sub Type	Request Type
21-HF-03-42	QNTC Test Account	17/08/2021	Request Approved	Renew Tourism License for Hotel Facilities	Hotel Facilities Requests
21-HF-21-101	QNTC Test Account	17/08/2021	Canceled	Update Facilities Data of Hotel Facility	Hotel Facilities Requests
21-TG-03-002	QNTC Test Account	17/08/2021	Canceled	Issue Tour Guide License	Tour Guide Requests
21-TG-02-172	QNTC Test Account	17/08/2021	Request Approved	Tour Guide-QNTC Exams Fees Payment	Tour Guide Requests
21-TG-01-26	QNTC Test Account	17/08/2021	Request Approved	Tour Guide-Personal Interview Appointment Booking	Tour Guide Requests
21-HF-13-23	QNTC Test Account	08/08/2021	Canceled	Issue a letter of reducing electricity and water bills	Hotel Facilities Requests
21-CC-002-002	QNTC Test Account	08/08/2021	Canceled	Reconciliation Request	Compliance and Control Requests
21-HF-15-204	QNTC Test Account	04/08/2021	Canceled	Amend Supporting Documents	Hotel Facilities Requests
21-HF-15-195	QNTC Test Account	03/08/2021	Canceled	Amend Supporting Documents	Hotel Facilities Requests
21-HH-01-32	QNTC Test Account	02/08/2021	Canceled	Issue Holiday Home License	Holiday Home Requests

### 4. Press + on the **Services** list on the right-hand side of the screen and select “Issue Holiday Home License” from the dropdown list.

Issue Holiday Home License

Issue Tourism Transportation Mean License

Amend Tour Guide License

Cease Tour Guide License

Issue Replacement License (Tour Guide)

Complaints Requests

## 5. Read Terms & Conditions and press “Accept”.

**Issue Tourism License for Holiday Homes**

This service describes the procedures required to issue a tourism license for a holiday home unit. The applicant will get in the same service a classification for the facility unit as per categories below:

- Apartment in a Touristic Area
- Villa in a Compound in a Touristic Area
- Stand-Alone Villa

The Tourism License is valid for 5 years.

**Conditions**

- Applicants must be at least 21 years old.
- Applicant's QID card must be valid at the time of application.
- Before applying to this service, the applicant must have filled the self-assessment Classification checklist.
- Only one facility unit can be added per service request.

**Documents Required**

- Copy of QID card
- Application form
- Copy of Lease Contract or Property Deed
- Classification checklist (Self-Assessment)

**Fees**

- The fee is QR2000.
- Fees are paid after the application is approved.

## 6. Fill in the location information fields and press “Next”.

**Issue Holiday Home License**

**Location Info**

Category \*  
Apartment in Touristic Area

Location \*  
منطقة اللؤلؤة - قطر / Pearl Region - Qatar

Owner Name En \*  
Owner Name

Owner Name Ar \*  
اسم المالك

Zone Number \*  
69

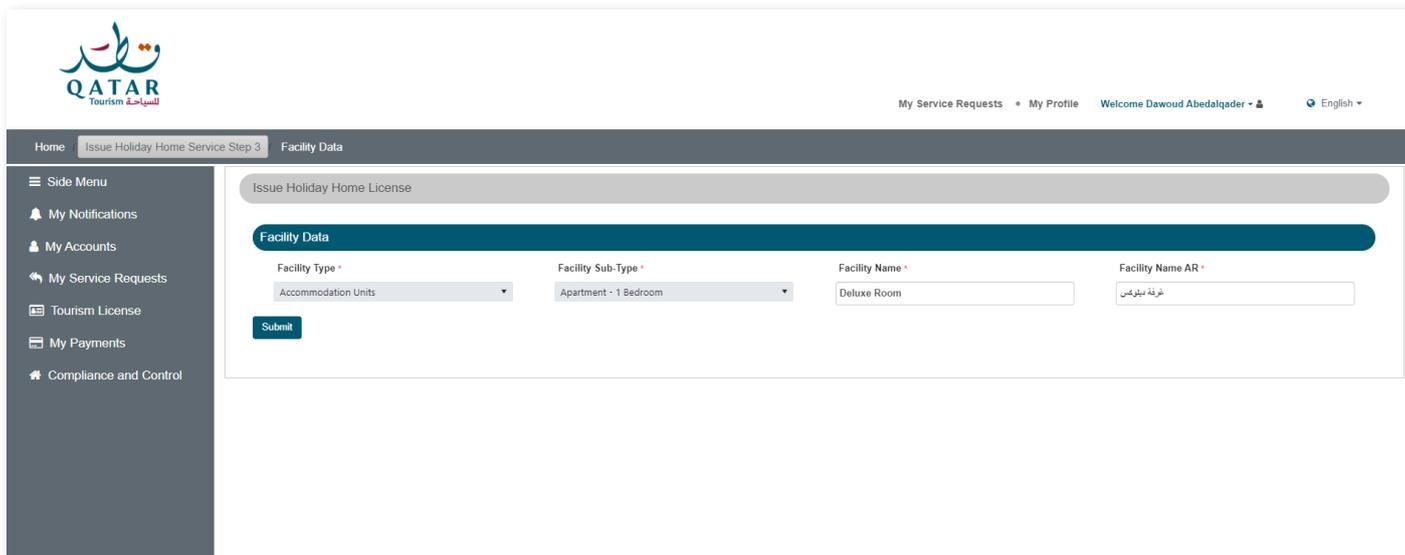
Street Number \*  
377

Building Number \*  
1

Floor No \*  
3

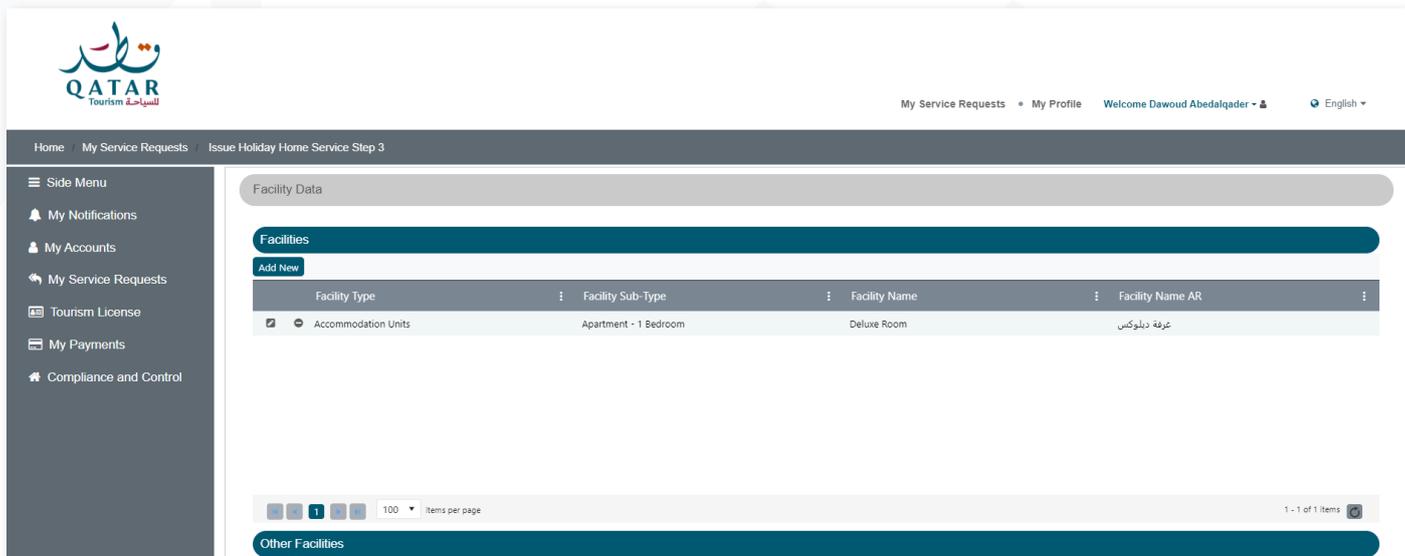
Flat / Villa No. \*  
16

## 7. Fill in facility data fields and press “Submit”.



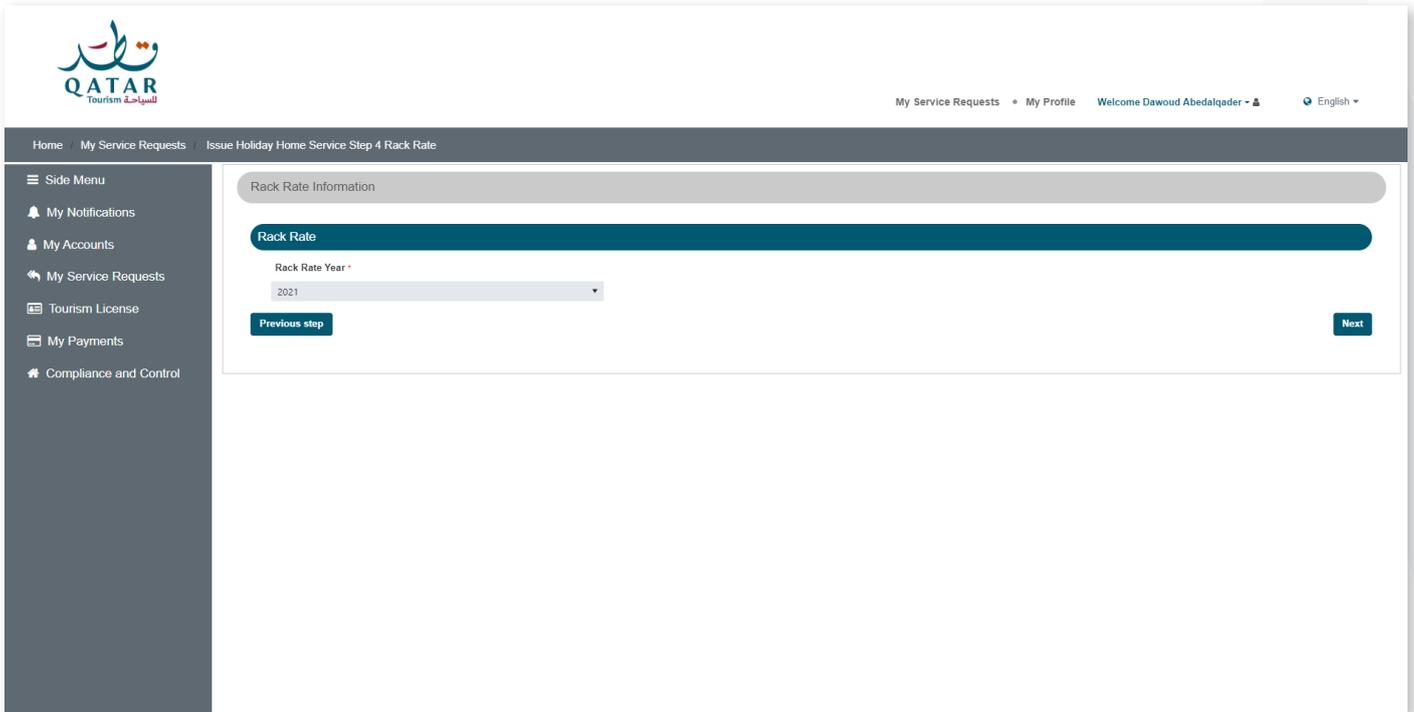
The screenshot shows the 'Facility Data' form within the 'Issue Holiday Home License' process. The form includes a sidebar menu on the left with options like 'My Notifications', 'My Accounts', and 'My Service Requests'. The main content area has a header 'Issue Holiday Home License' and a sub-header 'Facility Data'. Below this, there are four input fields: 'Facility Type' (dropdown menu with 'Accommodation Units' selected), 'Facility Sub-Type' (dropdown menu with 'Apartment - 1 Bedroom' selected), 'Facility Name' (text input with 'Deluxe Room'), and 'Facility Name AR' (text input with 'غرفة ديلوكس'). A 'Submit' button is located below the first two dropdown menus.

## 8. Fill in other facilities fields and press “Next”.

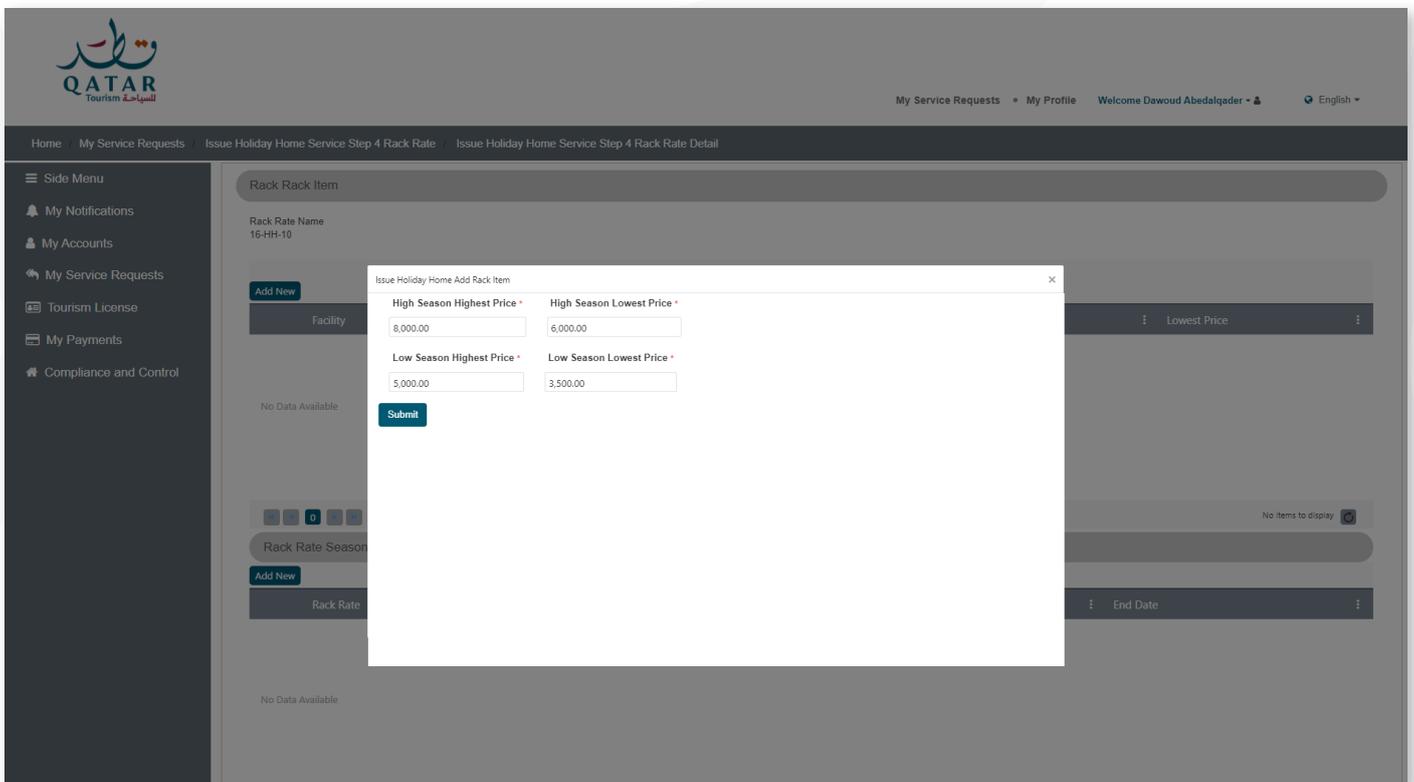


The screenshot shows the 'Facilities' table within the 'Issue Holiday Home License' process. The table has a header 'Facilities' and an 'Add New' button. The table contains one row with the following data: Facility Type: Accommodation Units, Facility Sub-Type: Apartment - 1 Bedroom, Facility Name: Deluxe Room, and Facility Name AR: غرفة ديلوكس. Below the table, there is a pagination control showing '100' items per page and '1 - 1 of 1 items'. An 'Other Facilities' button is located at the bottom of the table area.

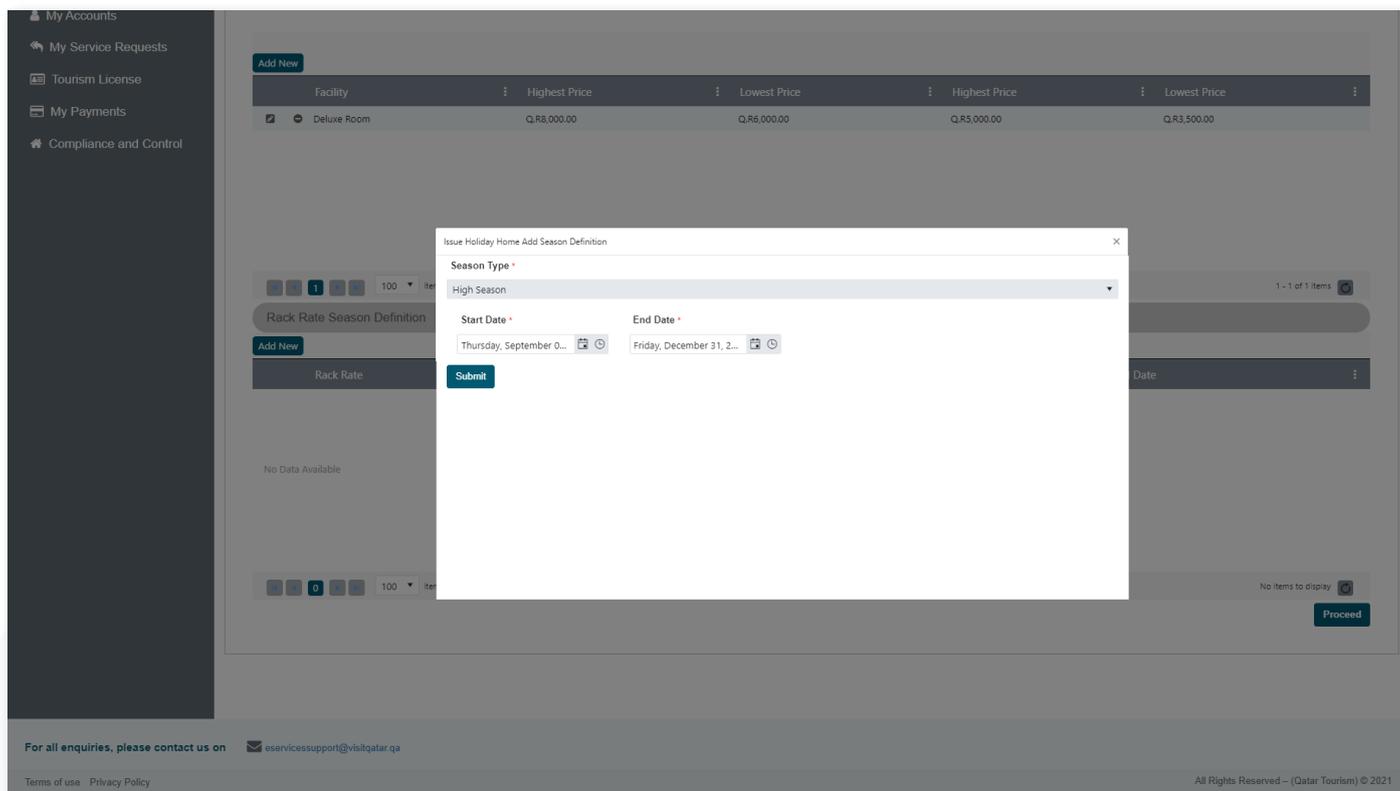
9. Choose the rack rate year from rack rate drop down list and press “Next”.



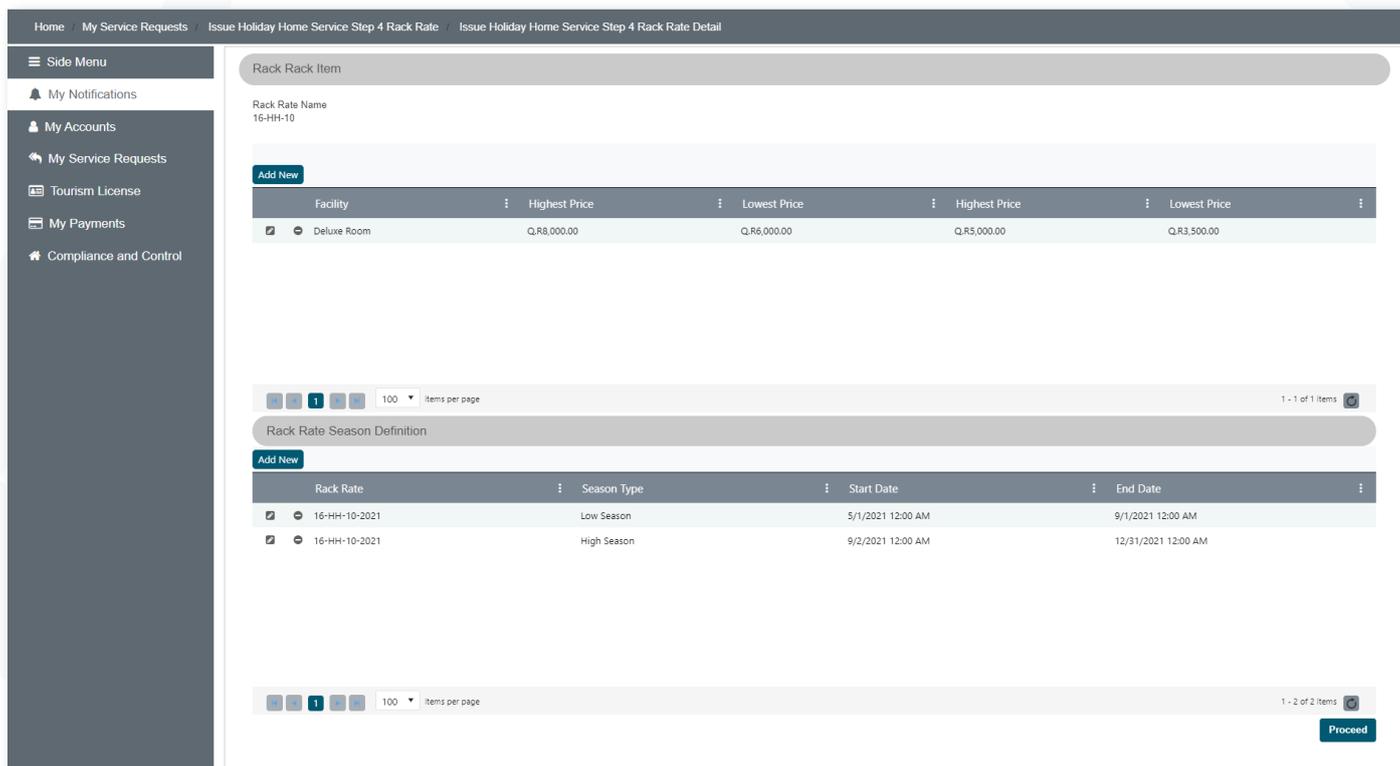
10. Press on “Add New” to add rack rate item prices and press “Submit”.



11. Press “**Add New**” in rack rate season definition and choose season type from dropdown list and choose start date and end date then press “**Submit**”. Repeat this step to add more season definitions.



12. Review the added information in this section and press “**Proceed**”.



### 13. Press “Next”.

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My Service Requests • My Profile Welcome Dawoud Abedalqader • English

Home / My Service Requests / Issue Holiday Home Service Step 5 Service Application

Issue Holiday Home License Service Application

Holiday Home: 16.HH-10

Owner Name En: [Field]

Owner Name Ar: [Field]

Category: Apartment in Touristic Area

Location: منطقةpearl - قطر / Pearl Region - Qatar

Other Location (EN): [Field]

Flat / Villa No.: 16

Building Number: 1

Zone Number: 69

Contact: Dawoud Suleiman Abedalqader

Previous step [Button] Next [Button]

### 14. Press on “” to upload the required documents.

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My Service Requests • My Profile Welcome Dawoud Abedalqader • English

Home / My Service Requests / Issue Holiday Home License Step 7 Attachment

Issue Holiday Home Service - Attachments

Contact Name (Ar): دارود سليمان عبدالقادر

Contact Name (En): Dawoud Suleiman Abedalqader

Request Number: 21-HH-01-36

Request Subtype: Issue Holiday Home License

Attachment Type	Is Mandatory	Is Attached
Leasing Contract or Property Deed	Yes	No
Other Documents	No	No
Classification checklist (Self-Assessment)	Yes	No

Previous Step [Button] Next [Button]

15. Read the disclaimer, select “I agree” if the data entered is correct, then press “Submit”.

The screenshot shows the 'Issue Holiday Home License' page. At the top left is the Qatar Tourism logo. The top right navigation bar includes 'My Service Requests', 'My Profile', 'Welcome Dawoud Abedalqader', and 'English'. The breadcrumb trail is 'Home / My Service Requests / Issue Holiday Home Service Step 8 Disclaimer'. A left sidebar menu contains 'Side Menu', 'My Notifications', 'My Accounts', 'My Service Requests', 'Tourism License', 'My Payments', and 'Compliance and Control'. The main content area has a title 'Issue Holiday Home License' and two input fields: 'Request Number' (21-HH-01-36) and 'Request Subtype' (Issue Holiday Home License). Below these is a 'Disclaimer' section with a paragraph of text and a checkbox labeled 'I Agree' which is checked. A 'Submit' button is at the bottom.

16. You will receive a confirmation message that application has been submitted, press “Close”.

The screenshot shows the 'Issue Holiday Home License' page after successful submission. The breadcrumb trail is 'Home / My Service Requests / Success Page'. The left sidebar menu is the same as in the previous screenshot. The main content area has a title 'Issue Holiday Home License' and a 'Confirmation' section with a green bar. The text reads: 'Your application has been submitted successfully.' Below this is a 'Request Number:' field with the value '21-HH-01-36'. A 'Thank you for submission.' message is followed by a 'Close' button.

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