

HOW TO APPLY FOR AN MIC GATE PASS

1. PREPARE AN APPLICATION ON SCREEN

1. Complete the heading and Section 1 of the Application Form in **English**.
2. For a group of staff, MAXIMUM 20:
 - Enter the Company information on the Application Form in **English**;
 - For "Name" enter "See attached list";
 - Enter the name and details of each applicant in **English** on the Names List form.
3. In Section 2, tick the box for each location to which access is needed.
4. Print out the completed form(s).
5. Print, type or write clearly the name(s) of the applicant(s) in **Arabic**.
 - If necessary, ask the sponsoring Company to do this when authorizing the application.
6. Attach clear photocopies of required documentation (see list below).
7. Have the form signed & stamped by the applying Company's approved representative.
8. Send or fax the form to each location to obtain an authorizing signature & stamp.

2. SUBMIT THE APPLICATION AT THE GATE PASS OFFICE

THE APPLICATION FORM SUBMITTED MUST HAVE THE ORIGINAL SIGNATURE & STAMP OF THE APPLYING OR SPONSORING COMPANY

A. INDIVIDUAL 1 – 31-DAY PASS

Applicant for the pass or Company's Focal Point:

1. Take the Application to the Temporary Pass counter.
2. If a Fee is payable, pay the amount on the Payment Advice at the adjacent Bank counter.
3. Go to the Collection counter (with the Bank receipt) and collect the Gate Pass.

B. 1 – 31-DAY PASSES FOR A GROUP

Applicant Company's Focal Point ONLY:

1. Take the Application to the Group/Term Pass counter for checking & preparing the Passes.
2. Return to the Group/Term Pass counter on the day & time instructed.
3. If a Fee is payable, pay the amount on the Payment Advice at the adjacent Bank counter.
4. Go to the counter (with the Bank receipt) collect the Gate Passes for distribution to the holders.

C. PASSES VALID OVER 1 MONTH

Applicant Company's Focal Point ONLY:

1. Take the Application to the Group/Term Pass counter for checking & preparing the Passes.
2. Return to the Group/Term Pass counter on the day & time instructed.
3. If a Fee is payable, pay the amount on the Payment Advice at the adjacent Bank counter.
4. Go to the counter (with the Bank receipt) collect the Gate Passes for distribution to the holders.

REQUIRED DOCUMENTATION

The following documents must accompany each application for a Gate Pass.

ALL PASSES:

- Photocopy of Qatari Identity Card (both sides) **OR**
- Photocopy of Identity Card Issued by Ministry of Interior (both sides) **OR**
- Photocopy of passport pages showing:
 - Passport details and photograph
 - Entry Visa
 - Residence Permit (if appropriate).

PASSES VALID OVER 1 MONTH ONLY:

In addition to one of the above documents:

- One photograph: head & shoulders, passport size (2.5 x 3.2 cm); background not white. Attach to the Application Form.
- CID file card in approved format with attached photograph as above.

SUB-CONTRACT STAFF (Not under Applicant Company's sponsorship):

- Copy of sub-contracting agreement with Applicant's sponsor/company.



Mesaieed Industrial City Gate Pass Application



مدينة مسيعة الصناعية
MESAIEED INDUSTRIAL CITY

To: Mesaieed Industrial City
Gate Pass Section
Mesaieed, Qatar

From :

(Name of Applying Company or Department)

New

Renewal/Replacement

No. of Existing Pass _____

Part 1 : To be completed by Applicant Give Applicant's Name in both Arabic and English

Name: _____ الاسم

Nationality: _____ R.P./Visa/Qatari ID No.: _____ Passport or Seaman's Book No: _____

Employer: _____ Sponsor (if different) _____

QP/Industry staff: Staff No.: _____

Job Title _____

Contractor/Third Party Employee

Reason for Access _____

Attach Color Photo of Applicant (2.5 x 3.2cm)
For passes over 1 Month

Contract Ref. if Required _____

Type of Pass Required: 1 - 31 Days over 1 Month

Validity:

From: ____ ____ ____ To: ____ ____ ____
dd mm yy dd mm yy

Employer's Authorised Signature & Stamp

Contact No. _____

Part 2 : ACCESS REQUIRED Tick location and obtain authorising signature & stamp

<input type="checkbox"/> MIC Area or Specify _____ Name/Title _____ Signature _____	<input type="checkbox"/> Terminal Name/Title _____ Signature _____
<input type="checkbox"/> NGL Operations Name/Title _____ Signature _____	<input type="checkbox"/> Berth #4 Name/Title _____ Signature _____
<input type="checkbox"/> NGL Non-Ops. Name/Title _____ Signature _____	<input type="checkbox"/> Refinery Name/Title _____ Signature _____
<input type="checkbox"/> Port Name/Title _____ Signature _____	<input type="checkbox"/> Tank Farm Name/Title _____ Signature _____
<input type="checkbox"/> Berth #6 Name/Title _____ Signature _____	<input type="checkbox"/> Station 'S' Name/Title _____ Signature _____
<input type="checkbox"/> QAFAC Name/Title _____ Signature _____	<input type="checkbox"/> QATEX Name/Title _____ Signature _____
<input type="checkbox"/> QAFCO Name/Title _____ Signature _____	<input type="checkbox"/> QCHEM Name/Title _____ Signature _____
<input type="checkbox"/> QALCO Name/Title _____ Signature _____	<input type="checkbox"/> QVC Name/Title _____ Signature _____
<input type="checkbox"/> QAPCO Name/Title _____ Signature _____	<input type="checkbox"/> Qatar Navigation Name/Title _____ Signature _____
<input type="checkbox"/> QASCO Name/Title _____ Signature _____	<input type="checkbox"/> Q-Ship Name/Title _____ Signature _____

Fee Waived (State Reason) _____

Part 3: MIC Gate Pass Section

Approved Rejected: Reason _____

Authorized Signature _____

Date _____

MIC Gate Pass Authorized Signature _____

Date _____