



Onboarding requirements for Qatar



Basic Mandatory Documents (for ALL policies)



1. Signed Know Your Customer (KYC) Form
2. Commercial Registration License – issued by Ministry of Economy and Commerce
3. Trade License – issued by Ministry of Economy and Commerce
4. Board Resolution for the Authorized Signatory to establish a Business Relationship with the Company
5. Passport or National ID copy of Shareholders/Authorized Signatories

Other Mandatory Documents

Select Condition when required

- | | | |
|---|--------------------------|---|
| 1. The website link where the financial statements can be found | <input type="checkbox"/> | Public Company |
| 2. Copy of the latest Audited Accounts Report | <input type="checkbox"/> | Private Company |
| 3. Tax Card | <input type="checkbox"/> | Alternative to Audited Accounts / Additional CDD* |
| 4. Enhanced Due Diligence Form (completed) | <input type="checkbox"/> | PEP / Sub-Groups outside 5 Gulf Countries |
| 5. Source of Funds Declaration (completed) | <input type="checkbox"/> | Alternative to Audited Accounts |

1. Additional Customer Due Diligence should be collected if the corporation— is incorporated in a foreign jurisdiction; or has no direct business links to Qatar.
2. In instances where a Group Medical/Life Customer is unable to provide supporting documentation to MetLife on its source of funds, particularly their Annual Financial Statements due to the sensitivity of the information contained in this document the Customer should sign the Source of Funds Declaration form. This should be supported by the Tax Card, Commercial Registration License and Trade License.