



Ministry of Interior General Directorate of Civil Defence

Service:

Exhibitions and Events – Designing

Service Details:

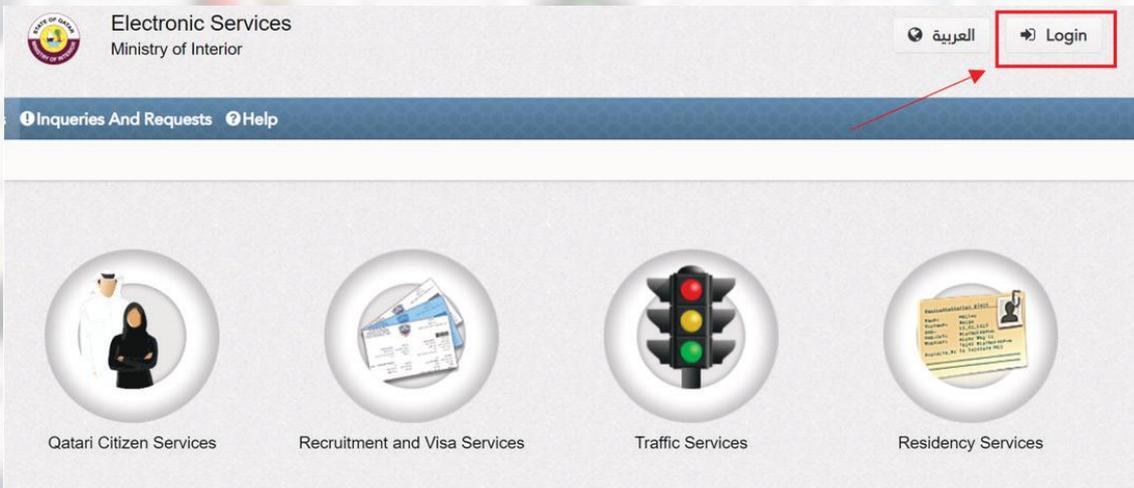
Obtaining the initial approval of QCD for Exhibitions and Events' designs through an application submitted via the website of the Ministry before the minimum 30 days of the Events.

Request Submission Steps:

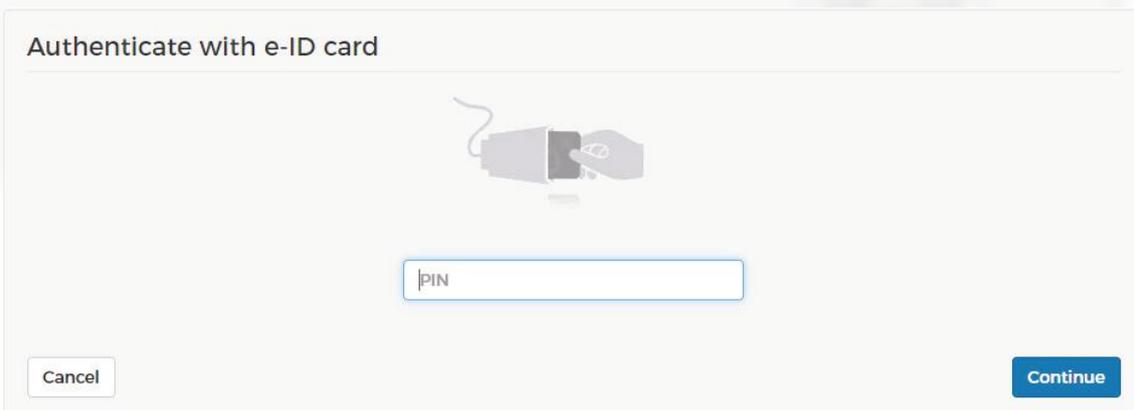
1- Visit the E-services website-

<https://eservices.moi.gov.qa>

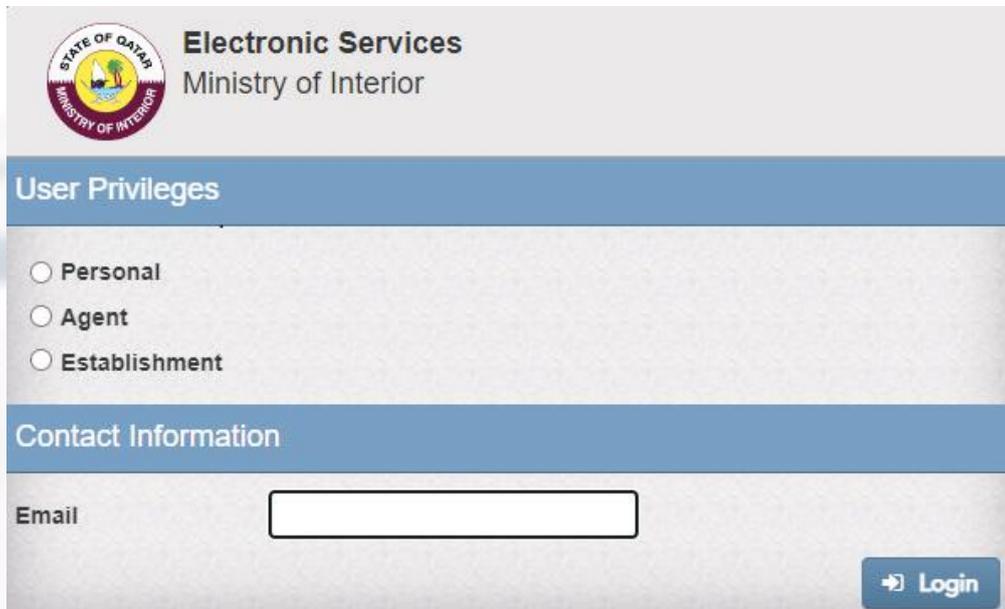
2- Click on "login", a message will appear and request to connect the smart card reader to your computer device. computer device.



3- When the website recognizes the smart card, the system will request from you to enter the password.



4- After verifying the password, a list of the capacities linked to the ID number of the user (person, representative, and establishment) will be displayed, so you may submit the application according to the selected User Permissions.



The screenshot shows the 'Electronic Services' interface for the 'Ministry of Interior' of the 'STATE OF QATAR'. It features a header with the ministry's logo and name. Below the header, there are two main sections: 'User Privileges' and 'Contact Information'. The 'User Privileges' section contains three radio button options: 'Personal', 'Agent', and 'Establishment'. The 'Contact Information' section includes an 'Email' label and an empty text input field. A blue 'Login' button with a right-pointing arrow is located at the bottom right of the form.

5- Click on the Civil Defense Services icon:



6- Choose the service of (exhibitions and events – design)



7- Fill in the fields of the service details as follows:

• **Data of the applicant:**

1 - Applicant Data | 2 - Event Info | 3 - Owners Info | 4 - Address | 5 - Attachments | 6 - Summary

Applicant

Name * QID *

Phone No. * E-mail *

Next Exit

The applicant: the name, ID number, and phone number are filled automatically in login. The email is filled manually.

• **Data of the exhibition / event:**

1 - Applicant Data | 2 - Event Info | 3 - Owners Info | 4 - Address | 5 - Attachments | 6 - Summary

Event Description

Event Name *

Description *

Location Type *

- Factory
- Others
- Restaurants
- Administrative Offices
- Schools
- Nursery Schools
- Universities
- Religious Centers

Civil Defense No. *

Start Date * End Date *

Area sqm * Alarm Device Number

Previous Next Exit

The name of the exhibition / event:

Example:

- Milipol Qatar Exhibition
- Doha Jewellery & Watches Exhibition

The description of the exhibition / event:

Example:

- An exhibition for IT modern products.

The type of building:

The type of the building where the exhibition or the event is held must be chosen.

Example:

- The Doha Exhibition and Convention Center
- An empty land

QCD certificate concerning the building where the exhibition or the event is held:

The number of the QCD certificate for the building, where the exhibition or the event is held, must be entered. The certificate must be valid.

Example:

- TLC19003214
- C/2019/000246

Space:

The space of the area on which the exhibition or the event is held.

Example:

24000m

- **Data of the owner:**

Notes:

- if the owner or the permission holder is the State of Qatar, please choose (the State of Qatar), but if it is a government entity, a person, or a company, please choose (the type of the owner) and then enter the following mandatory data:

The owner, QID number, Establishment ID.

- Contact Details: is the person with whom the procedures will be coordinated.

- **Address**

1- The unified address on the blue sign placed outside the building must be entered.

Note: in case if the unified address is not found, please contact the Ministry of Municipality and Environment.

2- If the exhibition or the event is held on an empty land, only the PIN is entered.

3- If the unified number or PIN is not found, the coordinates can be used by specifying the available selection button “identify the address on the map” and press the button to identify the address on the map available in front of you.

• Attachments

1 - Applicant Data 2 - Event Info 3 - Owners Info 4 - Address 5 - Attachments 6 - Summary

Attachments

* for required attachments

#	Attachment description	File name
1	الترخيص او المخطط (JDFP)	<input type="button" value="Browse"/>
2	No Objection Letter from the Building Management	<input type="button" value="Browse"/>
3	Civil Defence Building Permit Certificate	<input type="button" value="Browse"/>

1- Sketch or plan in PDF form*.

Sketch requirements:

The event will be held Within a building

- The distance among the booths and trucks must be specified.
- The place of the prevention and firefighting system in the building must be specified.
- Specify the escape routes.

The event will be held on an empty land

- The distance among the booths and trucks must be specified.
- Compliance with the QCD requirements of temporary tents.
- The place of the prevention and firefighting system must be specified.
- Specify the escape routes.

2- NOC letter issued from the management where the event is held and Ministry of Municipality.

Note: press (exit) to save the data of the request to complete it later if the needed data and attachments are not currently available.

8- Choose “accept the terms and conditions” – a confirmation of the validity of the data and commitment to implement the conditions of the Civil Defense Law no. (25) of 2015 and then press **(send)**.

Owner Type : QID : Establishment No. : Owner Name :
Phone :

Establishment responsible contact data

QID : Establishment responsible : Mobile :

Address

Zone No. : Street No. : Street Name : Building No. :
Building Name : Land Piece Number : Lat. : Long. :
PIN : Unit No. : Unit Name :

I hereby pledge that the information I provided is true and accurate and that I shall be held responsible if proven otherwise.
 I agree to the Terms and Conditions
 Committed to implement all the provisions of the Civil Defense Law NO. (25) for the year 2015.

Previous Send Exit

9- The system will send the request to the Prevention Department to take the needed actions.

Request sent successfully

Please save the request number for later review.

Service type [bar]
Request Number [bar]
Submit date [bar]
QID [bar]

You can review and print request details by click [icon]

Exit

10- You can track the request, pay the fees, and print the approval through the platform of **(my requests)**.

Services My Requests My Transactions Inquiries And Requests Help

Qatari Citizen Services Recruitment and Visa Services Traffic Services Civil Defense Services Residency Services

NOC services Security System Services Exit Permits Services Leave Notification Services Cases Services

الشرطة المجتمعية

11- After clicking “My Requests”, all the transactions that have been submitted as **(personal / representative / establishment)** will be displayed.

رقم الطلب	تاريخ الطلب	نوع الطلب	حالة الطلب	التتبع	المخرجات	استفسارات
			مقبول			
			مرفوض			
			مرفوض			

عرض الطلب الدفع إعادة إصدار إستكمال الطلب الصفحة التالية (1/1) السابق الصفحة الاولى

The request must be specified (request completion / resubmission of a request / payment / view request).

- **Request completion:** in case if you want to save the request before completing its submission.
- **Resubmission of the request:** the rejected request can be resubmitted if the requirements are fulfilled.
- **Payment:** to complete the procedures to print the certificate after the issuance of the request approval.

Note: to issue the approval or the technical report, please visit the list of (output).