



## Industrial Security Directorate Mesaieed Gate Pass Section



### Gate Pass Application Guidelines

- Gate Pass Applications should be clearly written or typed in both English and Arabic; otherwise, it will be rejected.
- Persons' names should be accurately written or typed in Gate Pass Applications as per IDs or Passports, first name, second name and surname.
- Gate Pass Applications should be clearly and accurately filled out, sponsor name, ID No, passport No, nationality, purpose of visit to MIC and duration of validity of Gate Pass.
- Gate Pass Applications should be written or typed using one font i.e. one size, color, etc...
- Handwritten Gate Pass applications will be rejected.
- Gate Pass Applications should be signed by the concerned Authorized Signatories and accordingly stamped by the concerned departments.
- Gate Pass Applications should be attached with the required docs i.e. IDs, passports, necessary contacts or NOC, etc...
- In case of Gate Pass Applications for more than one person, a list of applicants' names should be submitted along with applications, copy of ID and to be signed by Authorized Signatories and accordingly stamped by the concerned departments.
- Gate Pass Applications must be submitted with the original authorized signatories and stamps of the concerned departments.
- In case of any alternation, deletion or correction in the Gate Pass Applications, the same must be signed by the concerned Authorized Signatories and accordingly stamped by the concerned departments; otherwise, it will be rejected.
- Gate Pass Applications for persons with Personal Sponsor should be accompanied with NOC (No Objection Certificate) from Sponsor.
- Persons with GCC Residence Permits should submit a copy of their GCC RP, entry stamp, and passport copy along with the Gate Pass Applications.
- Gate Pass Applications for GCC citizens should be accompanied with a copy of their ID or passport only.
- Gate Pass Applications for persons, entering the country with Tourist Visa, should be accompanied with Undertaking Letter from the hosting business and to signed by the concerned Authorized Signatories and accordingly stamped by the concerned departments.
- Gate Pass Applications will be reviewed by designated Gate Pass Staff for processing the Gate Pass.

# Mesaieed Industrial City Gate Pass Application



New  
 Renewal/Replacement  
 No. of Existing Pass \_\_\_\_\_

To: Mesaieed Industrial City  
 Gate Pass Section  
 Mesaieed, Qatar

From :  
 \_\_\_\_\_  
 (Name of Applying Company or Department )

## 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)		Attach Color Photo of Applicant (2.5 x 3.2cm) For passes over 1 Month
<input type="checkbox"/> QP/Industry staff: Staff No.:	Job Title		
<input type="checkbox"/> Contractor/Third Party Employee	Reason for Access		
Contract Ref. if Required	Type of Pass Required:	Validity: From: To	
	<input type="checkbox"/> 1 - 31 Days <input type="checkbox"/> over 1 Month	dd mm yy      To      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 _____	<input type="checkbox"/> Port
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/> NGL Operations	<input type="checkbox"/> Gabbro
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/> NGL Non-Ops.	<input type="checkbox"/> Berth 4
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/> Multi Product Berth	<input type="checkbox"/> Berth 6
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/> Tank Farm	<input type="checkbox"/> Refinery
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/> Station "S"	<input type="checkbox"/>
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/>	<input type="checkbox"/>
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/>	<input type="checkbox"/>
Name/Title _____ Signature _____	Name/Title _____ Signature _____
<input type="checkbox"/>	<input type="checkbox"/>
Name/Title _____ Signature _____	Name/Title _____ Signature _____

Fee Waived (State Reason)	<b>Part 3: MIC Gate Pass Section</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected: Reason
_____	_____	_____	_____
Authorized Signature	MIC Gate Pass Authorized Signature		
Date	Date		