

POS Acquiring Services – Required Documentation
A. Required Letter
1. Request letter for the POS Terminal
To be prepared on company letterhead, stamps and signatures obtained from all the partners appearing in the C.R. as authorized signatories. The following information is to be mentioned within the Letter:
Name and Address of Stores / Outlets
Account Number
Contact Name
Contact Landline No.
Contact Mobile No.
Contact Email ID
Other Documents
2. General Merchant and Terminal Agreement
Two sets to be printed and signatures obtained on all pages at the bottom for both sets from authorized signatories.
Last page to be stamped and signatures obtained next to 'Authorized Signatory for the Merchant' from authorized signatories.
3. Addendum to the Merchant Agreement
Document to be stamped and signatures obtained from authorized signatories.
4. Please attached C.R. Copy, Trade License Copy and Computer Card
5. QID copies of all the Qatari authorized signatories in the C.R.
6. QID copies + Passport copies of all the expat authorized signatories in the C.R.
7. Account Certificate from Bank if non QIIB Bank Account (showing account name, account number and IBAN) (if applicable)
8. Last 1 Year non QIIB Bank Account Statement (if applicable)
9. Tax Registration Document
10. Last years Tax Return
11. Last years Financial Statement

