

Required documents for opening a nursery for individuals and private companies

Required Document	Stakeholders	Competent Authority	Notes
<ul style="list-style-type: none"> ▪ Filling out the application to open a new nursery. ▪ Copy of ID card ▪ Copy of academic qualification ▪ Preliminary visit. 	Ministry of Labour and Social Affairs	Family Affairs Department	License holder + nursery manager + partners (companies)
Approval from the municipality	Ministry of Municipality and Urban Planning		Ministry of Municipality and Urban Planning
Certificate of good conduct (For manager + license holder / partners) (Public Officer and Assistant Supervisor)	Ministry of Interior	Criminal Evidence and Information Department	Addressing Correspondence from Department of Family Affairs
Copy of the deed/lease contract of nursery	<ul style="list-style-type: none"> • Ministry of Municipality and Urban Planning • Ministry of Justice 	<ul style="list-style-type: none"> • Real Estate Lease Registration Office • Land Registry (Documentation Department) 	Ratified/Documented by Registration office for property leases and Ministry of Municipality and Urban Planning
A true copy of the commercial registration license	Ministry of Business and Trade	Commercial Registration and Licenses Department	Addressing correspondence from Department of Family Affairs
A letter of validation of the location of the premises for the establishment of a nursery	Ministry of Interior	Traffic Department	Addressing correspondence from Department of Family Affairs
Letter stating the availability of security and safety specifications in the building <ul style="list-style-type: none"> • Installation of cameras in the nursery from accredited companies 	Ministry of Interior	Office of Civil Defence	Addressing correspondence from Department of Family Affairs
<ul style="list-style-type: none"> • True copy of commercial license • Letter of approval for placing billboards 	Ministry of Business and Trade	Commercial Registration and Licenses Department	-
Copy of establishment card for nursery	Ministry of Interior	General Directorate of Borders Passports and Expatriates Affairs (GDBPEA)	-
Health Care Facilities Application and Licensing Form	Supreme Council of Health	License from the second floor of the Health Building	Mr. Hassan Ishaq 55851122 Submit an electronic application through the website
Undertakings: Undertaking for evening shift	Ministry of Administrative Development, Labour and Social Affairs	The Department of Family Affairs	Addressing Correspondence from the Department of Family Affairs

Undertaking to comply with instructions issued by Department of Family Affairs			
Ministerial Decision No. (6) of 2005	Ministry of Labour		Printed from website of Ministry of Administrative Development, Labour and Social Affairs and ratified at Ministry's headquarters
Ministerial Decision No. (7) of 2005 Form of the sanctions regulation	Ministry of Labour		Printed from website of Ministry of Administrative Development, Labour and Social Affairs and ratified at Ministry's headquarters
Electricity bill	Kahramaa		
Deposit bank guarantee	QNB		Guarantee not less than (QR100,000) (001 /0013 /025543)