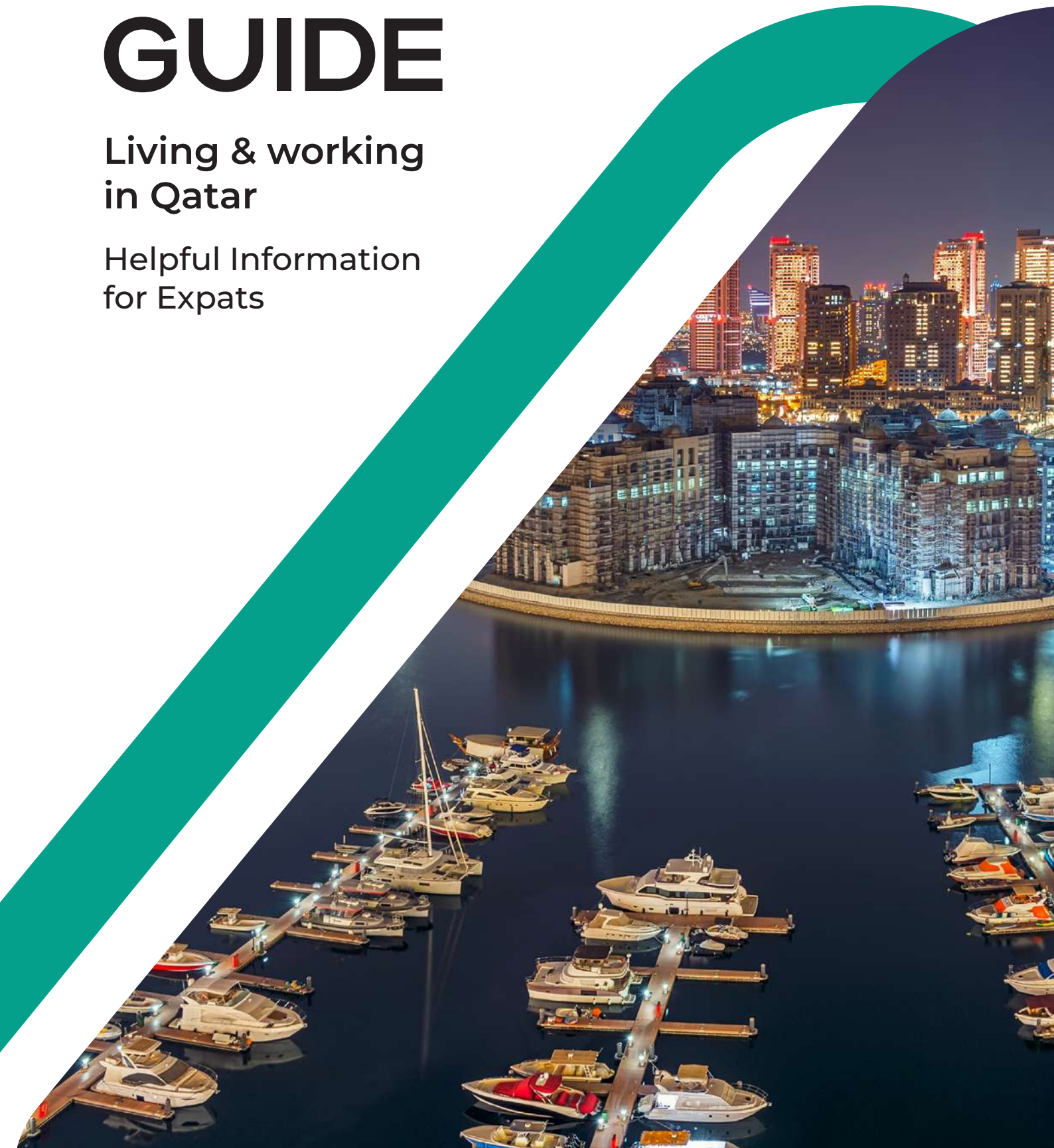




# COUNTRY GUIDE

Living & working  
in Qatar

Helpful Information  
for Expats





## ■ Largest City

Doha

## ■ Capital City

Doha

## ■ Currency

Qatari Riyal (QAR)

## ■ Currency Value

Pegged at **US \$1=3.64** QAR



## ■ Ex-Pat Population

**2,6** million (approx.)

# INTRODUCTION TO QATAR

Qatar has the fourth-highest GDP per capita in the world, with an economy that is heavily supported by one of the world's largest reserves of natural gas and oil. Although Oil & Gas accounts for around 50% of the country's GDP, the 'National Vision for 2030' is creating a more diverse economy through the expansion of its non-hydrocarbon industrial and commercial sectors. The country has also implemented a range of strategies and investments to meet its social development and environmental management goals.

# QATAR'S ECONOMY

## AND BUSINESS LANDSCAPE

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Qatar is one of the most attractive destinations for expat workers, with non-nationals from almost 100 countries making up approximately 88% of its population.





# KEY FACTS

## & FIGURES

### Official Language

Arabic

### Second Language

English

### Religion

Islam

### Population

**3 million** (approx.)

### GDP Total 2022

US **\$237.30 billion** (Source: World Bank)

### GDP per capita

US **\$88,046** (approx.)

### VAT

Currently No VAT

### Time Zone

UTC **+3.00**

Whether you are starting a new job with a new employer, or pursuing a relocation opportunity with your current one, you will find moving to Qatar an exciting and enriching experience. However, it is important to be mindful of the unique cultural and practical aspects of living and working in this diverse and dynamic country.

## ***Respect the Culture***

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## ***Learn Some Arabic Phrases***

While English is widely spoken, learning basic Arabic phrases can go a long way in building relationships and showing respect to the local culture. It is also helpful for everyday interactions, like shopping and transportation.

# YOUR NEW HOME



## **Cultural Sensitivity**

Building strong relationships is essential in Qatar. Be patient, polite, and avoid confrontational behavior. Business meetings often begin with social pleasantries and small talk, so take the time to get to know your colleagues and clients.

## **Cultural Diversity**

Saudi Arabia is a melting pot of cultures, with a significant expatriate population, so embrace its diversity and be open to making friends from different nationalities. You will never be bored and there are always new cultures and people to get to know and delicious new cuisines to try!



## **Respect for Ramadan**

During the holy month of Ramadan, Muslims fast from dawn to sunset. As a sign of respect, it's essential to avoid eating or drinking openly in front of those who are observing the fast, and to be considerate of the altered schedules and increased devotion to prayer and reflection that many Muslims adopt during this period.

# AUXILIUM: YOUR EMPLOYER OF RECORD

An Employer of Record (EOR) is a third-party organization that acts as the legal employer of a company's workforce and takes on all essential employer-related and HR management functions on its behalf, allowing the company to hire and engage employees in new countries and territories, legally and compliantly, without having to set up local entities.

As your company's EOR partner, Auxilium is your legal employer, and carries the responsibility for managing the entire employment lifecycle during your service with the company. We ensure that you are legally and fairly employed, and that the company's employment and HR functions are fully compliant with all prevailing Saudi laws and regulations. At the same time, we enable your company to retain full control of its business operations, including the management of its employees and workforce.

## **QATAR LABOR LAW & YOU**

Qatar has a comprehensive legal and regulatory framework governing the employment of both local and expatriate personnel, including rules and guidelines on mandatory benefits, payroll management, working hours, leave entitlements, and end-of-service benefits.

As your legal employer, Auxilium ensures that you are treated fairly and equitably, and in compliance with these rules and regulations, at all times.



# AUXILIUM: YOUR EMPLOYMENT LIFECYCLE

01

## ONBOARDING

Contract Signing  
Visa Processing  
Social Insurance Registration

04

## OFFBOARDING

Full and Final Settlement  
Visa & Insurance Cancellation  
Repatriation

## PAYROLL

Payroll Processing  
Leave Management  
Expense Management

02

## HR SUPPORT

Document Issuance  
HR Liaison & Guidance  
Statutory Benefit Provision

03

# IMPORTANT EMPLOYEE INFORMATION

## ***Employment Contract***

Auxilium will provide you with an Employment Contract, containing detailed information, terms and conditions, regarding your employment, including: Job Title & Description; Probation Period; Remuneration; Benefits; and Notice Period. You should retain one signed copy of the Contract, the other will be held on file by Auxilium.

## ***Employment Visa***

To work in Qatar, you will need an Employment Visa and Auxilium will manage the process for obtaining your visa.

## ***Work Residence Permit***

Once your employment visa is approved, you will also need to obtain a Qatari ID (QID), or Work Residence Permit (RP), which is issued by the Ministry of Administrative Development, Labor, and Social Affairs. Auxilium will manage the process for obtaining your Work Residence Permit. Your RP allows you to legally work in Qatar for the specific employer and occupation mentioned in the permit, and ensures that you are protected under its labor laws. You will also need your RP to open a bank account, pay your bills, and rent a property, as well as to gain access to a range of government services.

## ***Nationalization Programs***

All GCC countries have nationalization initiatives and programs that are aimed at increasing the participation of their citizens in the workforce. These initiatives are considered very important to the future of the region, and include a mix of regulations, targets and incentives, together with innovative education and skills training reforms. To find out if and how the nationalization programs impact your organization, please speak to your Auxilium Customer Success Manager.

## ***Medical Insurance***

It is mandatory for employers to provide all their employees with free medical insurance cover. At Auxilium, in accordance with your company's policies will offer a range of policies, from ones that provide basic cover to meet all mandatory requirements, to more comprehensive policies, with higher annual limits and worldwide coverage, together with options for dental, optical and maternity cover.

## ***Leave Entitlement***

Employees in Qatar are entitled to annual leave, sick leave, maternity leave, parental leave and leave to complete Hajj. By law, if you have completed one year of service, you are entitled to 21 calendar days fully paid annual leave. Employees with more than five years' service are entitled to 30 calendar days annual leave.

## **Salary Payments**

Salaries must be paid in accordance with the rules and regulations of the Wages Protection System (WPS). Payments are made monthly, typically on the last day of the month, and must be paid into a Qatari bank account. At Auxilium, we provide our clients with end-to-end fully compliant payroll management services, that ensure you are paid on time and in full.

## **Family Sponsorship**

Foreign nationals living and working in Qatar, can sponsor their dependents through Family Residence Visas, provided they have at least three months' Qatari employment and a minimum salary of QAR 10,000 per month. Dependents include spouses, unmarried daughters and sons up to 18 years of age. To find out more about how to sponsor your dependents, please speak to your Auxilium Customer Success Manager.

## **End of Service Benefits**

Employees are entitled by law to a set of End of Service Benefits (EoS), including gratuity. EoS are paid after the termination of the employment contract on an accumulated basis for the tenure served, and include:

- Any unpaid wages or overtime payments due
- Encashment of unutilized leave entitlements
- Any repatriation expenses applicable as per the employment contract and/or Qatari Labor Law
- End of service gratuity

Gratuity payments are calculated as follows:

- Less than 1 year service: No gratuity entitlement
- 1 to 5 years' service: 21 days' basic salary for every year worked
- 5 to 10 years' service: 4 weeks' basic salary for every year worked
- Over 10 years' service: 5 weeks' basic salary for every year worked

There is no limit on the total gratuity amount.

## **HR Administrative Support**

A key part of Auxilium's role is to provide ongoing support to our employees. This includes advice and guidance on all employment issues, as well as providing any regulatory or other documents you might require, including salary certificates and No Objection Certificates (NOCs). Please speak to your Auxilium Customer Success Manager for any help or support you require, or email [info@auxiliumservices.com](mailto:info@auxiliumservices.com)



# HELPFUL INFORMATION

Changing jobs and relocating to a foreign country can be a daunting and challenging experience. At Auxilium we are here to help you settle into your new home and new way of life. Below, you will find some helpful advice and guidance. If you require additional information, or have specific questions on these or other topics, please contact us direct at: [info@auxiliumservices.com](mailto:info@auxiliumservices.com) If we don't know the answer, we are certain we will know someone who does.

## ***Relocating to My New Home***

There are a number of specialist companies in Qatar that can assist you with shipping your possessions to your new home. However, many people find it is often simpler to appoint an international shipping company in their home country, who then liaises with local partners for the safe delivery of their possessions.

## ***Finding a Great Place to Live***

Most people prefer to rent when they first relocate to Qatar and there is a vast amount of choice to suit all budgets and preferences. Most properties are let unfurnished and on an annual lease basis. To enter into a lease agreement, you will need the following:

To enter into a lease agreement, you will need the following:

- **Documents:**

Passport Copy

Work Residence Permit (QID) Copy

- **Payments:**

**Rent:** Normally paid quarterly, through post-dated cheques

**Security Deposit:** Typically, 5% payable on signing

**Agents Fees:** Typically, 5% payable on signing

## ***Finding the Best Schools for My Children***

Qatar offers a diverse range of international schools to cater to the expat community, reflecting the country's multicultural landscape and commitment to providing high-quality education. The most popular curricula are the International Baccalaureate (IB) program, and the British curriculum's International General Certificate of Secondary School Education (IGCSE).

Finding the right school can be a challenge, and it is often helpful to speak to colleagues and other expats to get a feel for what is available near



## **Setting Up My Personal Bank**

You will need a Qatari bank account for your salary payments, and opening a personal account is relatively simple. However, there are quite a few banks to choose from, so it is advisable to do some research to find a bank that best suits your needs.

To open an account, you will typically need all or some of the following documents:

- **Original Passport**
- **Passport Copy**
- **RP or QID Copy**
- **Salary Certificate**

## **Useful Resources**

There are a number of websites and other resources available that give helpful advice and guidance to expats living in Qatar.

These include:

- **Expatica Qatar: The largest online resource for expats**
- **ExpatWoman: The Best Global Expat Website**
- **Gulf News Expats**

## **Disclaimer**

This publication is intended as a guide only. While every effort is taken to ensure that the details it contains are accurate at the time of publication, Auxilium cannot accept responsibility or liability for any inaccuracies, or subsequent changes to the information it describes. In addition, this publication, or any information contained herein, does not constitute or represent an agreement or contract, in full or in part, with Auxilium.





# auxilium

## ***Need More Assistance?***

The Team at Auxilium is always available to help you, whether you need advice on where to find specific services, or you have a question related to your employment. You can contact us at: [info@auxiliumservices.com](mailto:info@auxiliumservices.com)



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