

Part Eight
Other Instructions

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Banks' Correspondences with Qatar Central Bank

First: Banks' Correspondence with Qatar Central Bank

1- Approval of Arabic language in correspondences

It is recommended that the Arabic language is used in all correspondences between banks and QCB, as it is the approved and official language of the State of Qatar. If it is necessary to use a foreign language, Arabic must be the first language and foreign language is the second language, and a translation of the original Arabic text.

2- Regulating the Banks' Correspondence with Qatar Central Bank:

- Banks must keep two records. The first for "incoming mail record" where all incoming mails from inside and outside Qatar is recorded, along with the date, sender entity, subject and a serial reference number for each incoming mail are shown. The second record is for "outgoing mail ", which contains all outgoing mails to various entities inside and outside Qatar. The record must include the date, the recipient, the subject, and serial reference number for each outgoing letter, and copies of outgoing letters.
- Outgoing letters from the bank must contain the letter's reference number, date, and subject and the signature of the general manager or the acting general manager during his formal vacations.
- The envelope of letters addressed to Qatar Central Bank must be addressed to "the attention of the director of the concerned department". There is a code for each department in QCB, which precedes its reference number, and must be observed in directing letters namely:

1- Office of the governor	(م ح)
2- Office of the deputy governor	(ن م ح)
3- Banking Supervisory Department	(أ م)
4- Public Debt, Banking and Issuing Department	(د م ص)
5- Investment Department	(أ.س)
6- Economic Policies Department	(س.أ)
7- Administrative and Financial Affairs Department	(ش.أ)

8- Banking Systems Unit	(ن . م)
9- Legal Affairs Unit	(ش. ق)
10- Internal Auditing Unit	(ت . ق)
11- Banking Customer Services Unit	(م خ م)

- Letters addressed to QCB may be submitted by mail or by hand to the concerned department. If the banks do not follow these instructions, these mails may be late or lost.

3- Respond to Correspondences:

QCB recently observed that some operating banks show delay in responding to its letters and memos related to courts' judgments or orders issued by courts, public prosecution, or the General Authority for Minors Affairs, consequently QCB make delay to respond to these authorities, and considering that such issues relating to individuals or entities' funds and rights;

Banks are kindly requested to replay to these types of letters as soon as possible

Qatar Central Bank Law

Second: Qatar Central Bank Law

Kindly note that QCB law No. (33) of the year 2006 was published in the official Gazette issue No. 11 on 12/12/2006, and the said law shall be effective after one month of its issuance in the official Gazette.

Banks are required to implement the relative provisions of the said law as from 12/1/2007. Law No. (15) of the year 1993 and law No.(36) of the year 1995 are cancelled. Any other contradicting law provisions are cancelled. Until issuing the executive regulations and instructions of this law, QCB instructions shall be implemented, provided that no contradiction with the provisions of the law and article (119) of the QCB law No. (33) of the year 2006 should be abided by.