



Supervision and Control of Financial Institutions  
Division

**Date: 8-4-2020**

**Circular no.: 4/2020**

**To: All Investment Companies operating in Qatar**

**Subject: Procedures taken to combat the spread of Covid-19**

As per the cabinet's decision related to the latest developments to combat the spread of COVID-19 virus, and to continue the previous decisions and procedures taken in this regard, all investment companies operating in Qatar shall comply with the following:

1-20 % of the total staff number shall remain working from office while 80% shall work remotely from their homes.

2-Working hours shall be 6 hours daily starting from 7:00 am until 1:00 pm and for public starting at 7:30 am until 12:30 pm.

3-Meetings shall be held remotely via IT devices and if necessary no more than a maximum of five persons in a meeting shall be allowed.

4-Call centers shall remain working round the clock 24 hour per day.

5-Back-offices shall work on demand.

6-For opening branches in the afternoon time, it shall be determined upon the company's desire and notification of QCB provided that safety procedures must be taken.

**These instructions shall be effective as from the date of issuance and until further notice.**

**Abdullah Bin Saud Al-Thani**

**The Governor**



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