

# Monthly PRO Package Proposal

## Company Details:

CR Number: .....

Company Name: .....

Meem Business Services offers a comprehensive PRO (Public Relations Officer) service package, covering all legal aspects of company operations in Qatar.

### Package Inclusions:

» MOI - Emigration Services	« خدمات الجوازات : وزارة الداخلية
» MOL - Labor Services	« خدمات العمل : وزارة العمل
» MOPH Services	« خدمات : وزارة الصحة العامة وزارة الصحة العامة
» MME Services	« خدمات وزارة : (MME) وزارة البلدية والبيئة البلدية والبيئة
» Hukoomi Services	« خدمات حكومية
» Dareeba Services	« خدمات هيئة الضرائب
» CR Works (Adding, Removing, etc.)	« معاملات السجل التجاري (إضافة، إزالة، تعديل، إلخ)
» Rukhsa Services	« خدمات الرخصة التجارية
» Establishment Card Services	« خدمات قيد المنشأة
» Visa Services	« خدمات التأشيرات
» Residency Services	« خدمات الإقامة
» Passport Services	« خدمات الجوازات
» WPS Services	« (WPS) خدمات نظام حماية الأجور
» Traffic Services	« خدمات المرور
» Online and Offline Legal Services	« الخدمات القانونية الإلكترونية وغير الإلكترونية
» All companies and employee-related legal assistance	« جميع المساعدات القانونية المتعلقة بالشركات والموظفين

### Dedicated PRO Assignment:

We will assign a dedicated team member as your PRO and contact person, responsible for handling all listed services. You can directly inform them of any additional requirements.

## PRO Plans available:

Staff Range	Basic Plan (QAR)	Premium Plan (QAR)
0 – 15 staff	Custom	Custom
15 – 25 staff	1000	1,500
26 – 50 staff	1750	2250
51 – 100 staff	3000	4000
101 – 200 staff	4000	6000
Above 200 staff	+750 per additional 50 staff (or part there of)	+750 per additional 50 staff (or part there of)

Features & Services	Basic	Premium
<b>PRO Tracker</b> (Live online document tracker – Expiry, stats, counts)	Yes	Yes
<b>Same-day document pick-up in Doha</b> (if requested before 12pm)	Yes	Yes
<b>Document Kit</b>	Yes	Yes
<b>Monthly Compliance Report</b> (what's due next month + actions)	Yes	Yes
<b>Weekly On-Site PRO Visit</b> (if needed)	No	Yes
<b>Co-pilot for ministry works</b>	No	Yes

## Payment Schedule:

- » Payment due by 1st-5th of each month
- » Advance payment required

## Payment Schedule:

- » All government and bank payments must be settled within 3 Days
- » Alternatively, any outstanding government fees must be cleared on the same day

### Working Hours

Saturday to Thursday:  
**8:00 AM – 5:00 PM**

Friday:  
**Closed**

## Terms and Conditions:

- » To facilitate seamless government online work, please keep the owner's Smart QID at our office. This will enable us to efficiently process all government-related online work. If it is not possible, please bring the owner's QID for each works.
- » One of our designated staff members will visit your office once a week to carry out PRO-related tasks, scheduled at your convenience to ensure smooth coordination and minimal disruption to your operations.
- » In situations requiring manual submission or physical presence, the owner or authorized signatory must be present at the respective Government Offices.
- » Cooperation with our team is mandatory to ensure seamless processing.

Name:  
Position:  
Company:

Name:  
Position:  
Company:

*Thanks* for Choosing