

**UNITY**

FACILITIES MANAGEMENT & SERVICES

PRO SERVICES DIVISION

Government paperwork, without the government queue.

Public Relations Officer services for companies and individuals in Qatar — immigration, commercial registration, labour filings and attestation, handled end to end by people who already know which counter to go to.

DIVISION OF

Unity Facilities Management

CR NUMBER

178545

HOTLINE

+974 5009 8004

LOCATION

Doha, Qatar

WHY PRO WORK EATS YOUR WEEK

The cost is rarely the fee. It is the fourth trip.

A single residence permit looks like one errand. In practice it is a passport copy that needs attesting, a medical that has to happen before the fingerprint appointment, a form that changed version last quarter, and a counter that closes at eleven.

Most companies discover the sequence by getting it wrong. The file comes back, a document has expired while waiting for another, and the process restarts — usually with a deadline now closer than it was.

We do this work every week, for our own workforce as well as for our clients. We know the current form, the order things have to happen in, and what a rejection actually means.

One point of contact

One person owns your file and answers the phone. No switchboard, no starting the story again.

The current form

Requirements change without announcement. We check before submitting, not after a rejection.

The right sequence

Attestation before submission, medical before biometrics. Out of order means starting again.

Nothing expires quietly

Permits, cards and licences go on a renewal calendar the day they are issued.

"The file was not refused because anything was wrong with it. It was refused because the requirement changed and nobody had checked."

OUR SERVICES

Four service areas, one accountable team

01

Immigration & Visas

Work visas, residence permits and the renewals that follow. We handle the appointments, the medical and biometric steps, and the collection — and we tell you at the outset which documents you do not yet have.

Work visas

QID & residence permits

Renewals

Exit permits

Family sponsorship

Visa cancellation

02

Company Formation & Commercial Registration

Setting a company up, and keeping its registration correct afterwards. Most businesses get the formation done and then let amendments drift — a changed address or partner that was never filed becomes a problem at renewal.

Commercial registration

Trade licence

CR amendments

Establishment card

Computer card

Chamber of Commerce

03

Labour & MADLSA

Contracts registered properly, quotas applied for before you need them, and filings kept current. The paperwork that decides whether you can legally put someone to work next month.

Labour contracts

Workforce quotas

Hukoomi filings

Wage Protection System

Contract authentication

04

Attestation & Translation

Degree certificates, commercial documents and powers of attorney taken through the attestation chain in the right order, with legal translation where the receiving authority requires it.

MOFA attestation

Embassy attestation

Legal translation

Document authentication

Power of attorney

THE PROCESS

Send us the file. We stand in the queue.

Every engagement is quoted before it starts. Government fees are passed through at cost and shown separately on your invoice.

STAGE 01
SAME DAY
Document check

You tell us what you need. We come back with the full list of what the authority will ask for, what you already have, and what is missing — before anything is submitted and before you are charged.

STAGE 02
PREPARATION
Forms and attestation

We complete the applications, arrange translation and attestation where required, and put the steps in the order the authority expects them.

STAGE 03
SUBMISSION
We attend, you work

We go to the ministry, submit, and follow the file. You get an update when something moves and a call when something needs you — not before.

STAGE 04
ON COMPLETION
Handover and renewal diary

Documents delivered to you, and every expiry date recorded so the renewal reaches you well before it becomes urgent.

What this division does — and what it does not
We prepare and submit

We prepare applications, represent you at the counter and follow files through to completion.

We do not decide outcomes

Approval rests with the authority. We will tell you honestly where an application is weak rather than take a fee for a file that will not succeed.

We do not practise law

Anything reserved to licensed advocates is referred to our legal advisory division or to counsel, and we say so early.

WHY US

We file our own paperwork too

Unity sponsors and renews its own workforce every month, across a facilities business, a software division and a debt collection practice. This is not a service we added to a brochure — it is a department we already needed.

We are our own client

Every process in this profile is one we run for our own staff. We find out about a changed requirement the same week it changes.

PRACTISED WEEKLY**One accountable contact**

A named person owns your file end to end, with a direct number. Not a queue and not a call centre.

NAMED OWNER**Arabic and English**

Forms, correspondence and translation handled in both, so nothing is lost between the counter and your inbox.

BILINGUAL**Quoted, not metered**

A fixed fee per matter agreed before we start, with government charges passed through at cost.

FIXED FEES

WHAT WE NEED FROM YOU

The first conversation costs you nothing

Tell us what you are trying to achieve and we will tell you what it takes, what it costs and how long it realistically runs.

What you need done

A visa, a CR amendment, an attestation — in your own words is fine. We will work out the official name for it.

Your deadline

When it has to be finished. We will tell you honestly if that is not achievable rather than take the work and disappoint you.

The company documents

Commercial registration and establishment card, if this is company work. For individuals, passport and QID.

What has been tried

If an application has already been refused, tell us. The rejection notice usually says exactly what to fix.

Who can sign

The authorised signatory, and whether a power of attorney already exists or needs preparing.

Where to reach you

One contact who can answer a question quickly. Most delays are waiting for an answer, not waiting for a ministry.

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