



شركة قطر للإيداع المركزي لأوراق المالية
QATAR CENTRAL SECURITIES DEPOSITORY

Instructions booklet

Electronic Statement of Account Service



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About the service:

This document presents the main steps of requesting the electronic statement of account service for the registered investors in Qatar Central Securities Depository (QCSD). This service offers the possibility of getting an electronic version of statement of investor's personal account through QCSD website.

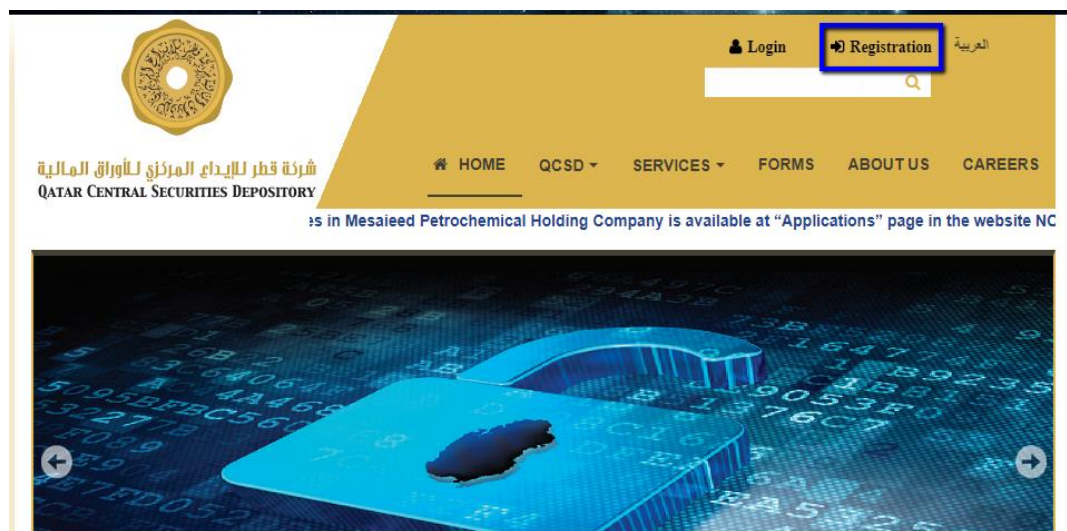
Note:

1. If the investor is Individual (Qatari citizens and residents), he has to register in the National Authentication System before register in QCSD website.
2. If the investor is individual (Non resident) or company, the Mobile number should be registered in QCSD, Otherwise the investor should come to QCSD Customer services to update his information.

First: Registration:

These steps are mandatory if the investor doesn't have a username:

- Open the following link for Qatar Central Securities Depository website:
<https://www.qcsd.gov.qa/en/>
- Click on [Registration](#) link as shown below.





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- The Investor will be redirected to the registration page
- The investor should choose the Account type.

Choose Account Type

- Individual (Qatari citizens and residents)
- Individual (Non resident)
- Company

1. Registration of individual (Qatari citizens and residents)

- Once the investor choose this option, the National Authentication System (NAS) options will be displayed.

Do you have account on the National Authentication System?

- Yes
- No

- If the investor doesn't have account in the National Authentication System, he will be redirect to the NAS registration page, after completing the registration He should return to QCSD registration page and follow the previous steps.
- If the investor has an account on NAS the registration form will be displayed



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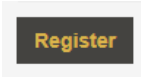
Signup using National Authentication System

Username

Password

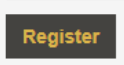
NIN

Register

- The investor should fill the mandatory fields (NAS username, NAS password and NIN Number), in the register page and click on  button, the E-SOA will be activated automatically.
- The investor will be redirect to the login page, he will fill the form with NAS username, NAS password to access QCSD services.

Registration of individual (nonresident) and company

The Mobile number should be registered in QCSD, Otherwise the investor should come to QCSD Customer services to update his information.

- if the investor choose individual (nonresident) or company, he should fill all the data and click on .
- The investor will be redirect to OTP Page and should receive an SMS with One Time Password.
- Once he enter the OTP the E-SOA will be activated automatically.

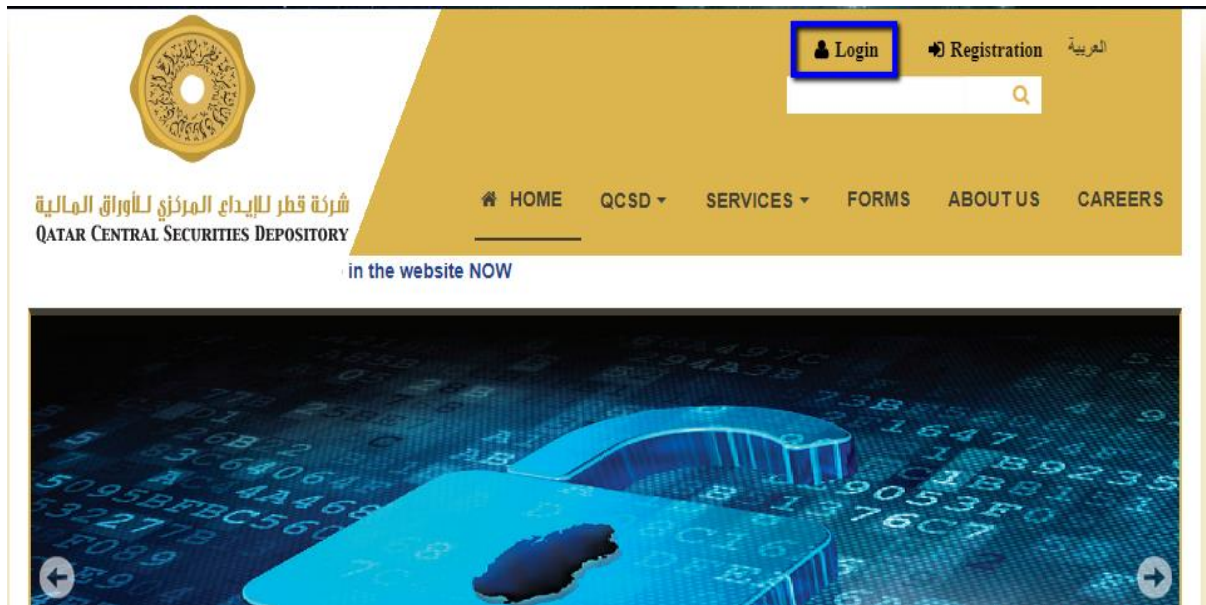
Second: Link Supplementary NIN:

If the investor has already an activated account:



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1. Open the following link for Qatar Central Securities Depository website:
<https://www.qcsd.gov.qa/en/>
2. Click on [Login](#) link as shown below.





3. The Investor will be redirected to the Login page, Enter His/Her Username and password



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Login

 Username

 Password

Log in

Forgot Your Password?

Don't Have An Account?

4. The Investor should click on “Link Supplementary NIN” in the Electronic Services Menu.
5. He will be redirect to the form, the investor is requested to fill-in all mandatory

Submit

fields and click on button.

6. The investor should receive email with his application form attached.
7. The investor should print the form, sign it and bring it in person to Qatar Central Securities Depository building or fax it to (44221563, 44221560) or send it by email to (info@qcsd.gov.qa) along with the required document(s) mentioned in the email in order to activate the service.



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8. The request will be activated within 3 working days and the investor will receive a confirmation email.

For any clarifications, Please contact us:



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الموقع الإلكتروني: <https://www.qcsd.gov.qa>



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