**Request for Information – Qatar Manpower Solutions Co. (Jusour)**

Law (9) of 2022 regulating the right to obtain information gives individuals a public right to obtain information held by the following entities:

1. Ministries, other government agencies and public authorities & corporations, as well as the affiliates thereof.
2. Private organizations & societies, and other entities engaged in business of public interest.
3. Wholly state-owned companies or which the state holds (51%) or more of their capital.
4. Other entities specified by a resolution issued by the Council of Ministers.

You may apply for obtaining documents in our possession and your request will be assessed in accordance with the Law Regulating the Right to Obtain Information:

\*\*(The document must be completed correctly, and all relevant fields must be checked. Failure to do so may result in delayed processing or a rejection)

**Applicant’s particulars**

|  |  |
| --- | --- |
| Full name: |  |
| QID No/ Passport: | Nationality: |
| E-mail: | Phone No: |
| P.O.Box : | Entity: |
| National/Personal Address:  |

**Reasons for the request**

**Requested information.**

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| A brief, clear description of the information requested. Please keep the information as specific as possible: |
| Period of the requested information from: To: |

|  |
| --- |
| A brief, clear description of the reasons for the request. |
|  |

**Type of request**

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| You may request for urgent provision of information, when the normal response waiting period may result in certain damage to personal or financial rights |
| € Normal  | € Urgent  |
| If the request is urgent, please state the reasons for the urgency |
|  |

**Preferred method for receiving the information.**

|  |  |  |
| --- | --- | --- |
| € Personal collection  | € E-mail  |  € Q-Post |
| Jusour can charge a fee for providing the information.  |

**Obtaining permission to publish the information.**

|  |  |  |
| --- | --- | --- |
| Would the requested information be published?  |  € yes  |  € No |
| If the answer is yes; please specify the publication means:  |
| The information obtained through this request may not be republished or circulated by any means, including media or social media platforms, without prior written permission from Jusour. Any violation of this condition shall be considered a legal offense and may subject the violator to liability. |

**Acknowledgment (please check all cases)**

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| If my request is accepted and the information is obtained, I undertake the following: |
| € To use the information for legitimate purposes only. |
| € Not to misrepresent the information content. |
| € To refer to the information source and date of issuance. |
| € Not to use the information for abusing others or compromising the public interest. |

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| **To be fill by Jusour only**  |
|  | **Request No:**  |
| **Authority/Name and signature of the official** | **Stat**  | **Date** |  |
|  |  | € Urgent€ Normal | **Request** |
|  |  | € Accepted€ Denied  | **Decision**  |
|  |  | € Personal collection € E-mail€ Q-Post | **Final action**  |

**Important information**

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| * The processing of access-to-information requests is subject to the existence of a clear and prior classification of documents and data, as well as an assessment of the sensitivity of the information and its eligibility for disclosure or publication, in accordance with the provisions of Article (20) of the aforementioned law.
* The request shall be decided within fifteen (15) days from the date of its submission. The company may extend this period for an equivalent duration, depending on the nature or volume of the requested information.
* .• The applicant shall be notified of the acceptance (in full or in part) or rejection of the request, along with the reasons for any rejection. Notification shall be sent to the applicant’s national address or through any other effective means within seven (7) days from the date of the decision.• For urgent requests, the decision shall be made within two (2) days from the date of submission, and the applicant shall be notified accordingly, whether the request is accepted or rejected, along with the reasons for rejection.
* • The applicant must collect the information within seven (7) days of receiving the notification of full or partial acceptance. Otherwise, a new request must be submitted.• An applicant whose request has been rejected may file a grievance with the CEO within thirty (30) days of being notified. The CEO shall decide on the grievance within fifteen (15) days of its submission. If this period passes without a decision, grievance shall be considered implicitly rejected.• The legal response period for the request shall be calculated from the date it is received complete and compliant with all requirements.
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