



REQUEST FOR INFORMATION FORM

Law (9) of 2022 regulating the right to access information (the “**Law**”) gives you the right to access information held by entities including, among others, wholly state-owned companies or companies in which the state holds 51% or more of their capital.

As Qatar Airways Group Q.C.S.C. is a wholly state-owned company, you may apply to obtain access to some documents in our possession.

We will assess your request in accordance with the Law.

Unless indicated otherwise, all fields in this form are mandatory.

Applicant's particulars	
Full name:	
E-mail:	Phone No.:
P. O. Box:	Entity:
QID Number:	
National/Personal Address:	

Requested information		
Please provide a brief and clear description of the information requested, keeping the information as specific as possible.		
Period of information requested	from:	to:

Reasons for the request
Please provide a brief and clear description of the reasons for the request.



Type of request	
An urgent request may be submitted when the normal response waiting period may result in harm to your personal or financial rights.	
<input type="checkbox"/> Normal request	<input type="checkbox"/> Urgent request
If the request is urgent, please state the reasons for the urgency:	

Preferred method for receiving the information		
Please select one of the options below.		
We may charge a fee for providing the requested information. This fee will not exceed the cost of preparing the information and the final delivery of the information to you.		
<input type="checkbox"/> In-person collection	<input type="checkbox"/> E-mail	<input type="checkbox"/> Q-Post

Obtaining permission to publish the information		
Non-personal information obtained via this request channel must not, without prior permission from the concerned entity, be published through mass media or social media or otherwise printed or published through any other means.		
Will the requested information be published?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the answer is Yes; please specify the means by which it will be published:		

Applicant's name

**Important information**

- We will decide on your request within 15 days of the date of submission. This timeline may be extended for another 15 days, depending on the nature or amount of the requested information.
- You will be notified that either the request has been fully/partially accepted or refused. If your request is refused, we will provide you with the reasons for the refusal within 7 days of us making that decision. We will notify you either through your national address or via any other communication channel which you have provided to us.
- For urgent requests, we will decide on the request within 2 days of the date of submission and notify you as to whether the request has been accepted or refused. If the request is refused, we will notify you of the reasons for the refusal.
- You will receive the information within 7 days of receiving a notification of full or partial acceptance of your request. Otherwise, you will submit a new request.
- If your request has been refused, you may appeal to our director within 30 days from receiving a notification to that effect. The director will decide on the appeal within 15 days from the date of submission. If the director does not issue a decision on the appeal, this will be considered a refusal of the appeal by the director.