Qatar salary certificate for a bank loan

Editable sample letter: replace the details with your own records before signing

[Company letterhead]
Commercial registration: [CR number]
Date: [DD Month YYYY]

The Manager, [Bank name], [Branch], Doha

This is to certify that [Full name], Qatar ID [QID number], is employed by [Company name] as [Job title] in [Department] and joined on [Join date].

[Add nationality and passport number only if this bank's form asks for them on the letter.]
Nationality: [Nationality]
Passport number: [Passport number]

Monthly salary in QAR, copied from payroll:
- Basic salary: QAR [amount]
- Housing allowance: QAR [amount]
- Transport allowance: QAR [amount]
- Other allowance: QAR [amount]
- Gross monthly salary: QAR [amount]

Purpose: salary confirmation for a [personal loan / vehicle loan / credit card] application at [Bank name].
This certificate confirms the monthly pay on the payroll record. It does not approve the credit. The bank decides the application. Doha Bank's housing-loan page asks for a salary certificate not older than 30 days for that offer, and for the salary to be transferred to Doha Bank. It does not publish the sentences below. If the certificate is for that file, date it within the period that page states.

[Optional proposed wording. Delete this whole block unless an authorised employer approver has agreed to sign it for this letter. Commercial Bank of Qatar published one example, dated in the file name 11 March 2015, addressed to its Installment Credit Division. That example is not a rule for every Qatar bank. If the bank supplied its own form, use that form.]

Proposed, only if approved, and only if payroll will credit this account: This monthly salary will continue to be paid to account or IBAN [IBAN] with [Bank name] from [DD Month YYYY].

Proposed, only if approved: If the employee resigns or this company ends the employment, the company will inform [Bank name] and pay end-of-service benefits due, if any, to that account. Do not type an amount unless finance has calculated it and the approver has agreed to state that amount.

Do not add a sentence that the company is not liable for the employee's debits. Commercial

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Bank of Qatar's example includes one. This draft leaves it out. That sentence would not decide the employer's liability.

For [Company name]
Authorised signatory: [Name], [Designation]
Stamp and signature: _____