Qatar salary certificate

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

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

To whom it may concern
or
The Manager, [Bank name], [Branch], Doha

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

[Add these two lines only if the bank's own form asks for them on the letter. Doha Bank's housing-loan list asks for a salary certificate, and a separate passport copy for expatriates on one conversion page. It does not say the passport number must be typed into the certificate.]
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]

Use the allowance names payroll already uses. Ahli Bank's published Wages Protection System file keeps basic salary separate from extra income such as housing and transport. The lines on this letter have to add up to the gross. Commercial Bank of Qatar's published example asks only for present salary as one monthly figure, and it is addressed to that bank's Installment Credit Division. If you are completing that bank's example, you can also state the one gross figure. That PDF is not a rule for every Qatar bank.

Purpose: [bank income confirmation / family visa / general confirmation].
This certificate confirms the monthly pay on the payroll record. It does not approve a loan, a card, or a visa. It is not a ministry wage statement.

Write "confirmed employee" only when the staff record says confirmed and the form you were given uses that phrase. Commercial Bank of Qatar's example uses it. Do not copy salary-continuation, notice, or end-of-service sentences onto this certificate. Those are proposed wording on the Qatar salary transfer letter, and an authorised approver has to accept them.

This file is English. It does not produce Arabic. If the employer also issues an Arabic copy,

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the names, dates, and QAR figures must match.

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