



14-May-2020



Ref:QA/HR/83072

Mr. Mohammed Rashed  
 Doha, Qatar

Dear Mr. Rashed,

We refer to your request to transfer your sponsorship. Kindly note that the company has agreed to your request to allow you to change your sponsor.

In view of the above approval, you are hereby requested to note the procedures:

- a) Handover your passport and provide details of the New sponsor to the Government Services Department (Tower 2, Ground Floor)
- b) Contact Government Services Manager (Tower 2, Ground Floor) for completing the necessary formalities within one week of submission of your passport to HR Admin.

The contact details as given below:

Mr. Bahaeidin Rahman Tel: 40223411  
 barahman@qatarairways.com.qa

- c) The entire transfer process should be completed within forty five days from the date of this letter, failing which the company would cancel your residence permit and arrange for your repatriation.
- d) Final dues will be settled on the completion of your change of sponsorship process.

Please find attached a copy of the procedure for processing change of sponsorship in detail.

Please sign the duplicate of this letter acknowledging receipt and understanding the contents of the same.

Regards,

M.I.M. Aslam Careem  
 Manager – HR Separations

Encl. : Copy of Procedure for processing "Change of Sponsorship"

cc : Government Services Manager  
 Personnel File X 1

**PROCEDURE FOR PROCESSING "CHANGE OF SPONSORSHIP" REQUESTS**

1. The Chief Executive Officer must firstly approve all requests of Change of Sponsorship
2. On receipt of CEO's approval the employee

HR (Admin) will be requested in writing to contact the HR (Admin) with passport and details of the New Sponsor and to contact the Immigration department for necessary formalities within **one week** of submission of the passport to the HR.

HR (Admin) must be completed within **45 days**. If not, action will be taken to cancel the Residence Permit and repatriate the employee (45 days)

HR (Admin) Email to  
Immigratic  
Repatriatic  
Process

3. Final dues will be with held till the change of sponsorship process has been completed.

4. Passport of the employee collected by HR (Admin) together with "No Objection" letter will be handed over by HR (Admin) to the immigration for initiating the process of transfer of sponsorship unless the passport is already with the Immigration Department.

5. Immigration Department will deal with the Employee directly for all further proceedings as follows :-

i. Obtain the "No Objection" letter (to accept new sponsorship) from the New sponsor together with respective forms filled and signed by the same party from the employee.

ii. Fill / Complete the necessary part of the same form under "Current Sponsor", sign the same and hand it over to the employee for Necessary approvals from the Government Immigration (Employee Has to obtain the same).

iii. Follow up on the approval and obtain respective documents from the employee on the approval of the same within **45 days**.

iv. Release the passport to the New Sponsor and obtain receipt.

6. On successful completion of the change of sponsorship, immigration will advise HR (Admin) and close the file.

7. If sponsorship change is not completed in the agreed time frame or employee To be repatriated since he does not have a sponsor :  
HR Admin Immigration

- i. Immigration to send formal intimation to the CID with copy of sponsorship Change letter and the passport.
- ii. HR (Admin) to be kept informed.
- iii. Final Dues to be settled.
- iv. HR (Admin) to arrange Ticket. Immigration to organize exit permit and escort the employee to the airport for boarding.