



هيئة قطر للأسواق المالية
Qatar Financial Markets Authority

Disciplinary Committee Procedures

This is a translation of the Official Arabic version of Disciplinary Committee Procedures.

In case of any discrepancies, the Arabic version shall prevail.

Disciplinary Committee Procedures at Qatar Financial Markets Authority

Article (1)

The Disciplinary Committee shall be the sole party responsible for considering the matters referred to it by the Chief Executive Officer (CEO) or his designee with respect to violations and complaints along with settling complaints and appeals against decisions of those subject to the Authority's jurisdiction.

Article (2)

The Committee shall have all the powers for disciplinary and enforcement of the procedures and the penalties prescribed in the law of Qatar Financial Markets Authority along with its amendments, regulations, rules and decisions issued in pursuance hereof.

Article (3)

The Committee's Chairman shall be entrusted with maintaining the order and managing the session/hearing, and shall also be entitled to sign on all relevant matters and to delegate any member to sign on his behalf on the affairs determined by the Chairman.

Article (4)

The Committee shall meet upon the invitation of the Chairman during official working days. Sessions may also be held during unofficial working days if necessary.

Article (5)

The Committee meeting shall be deemed valid if attended by the majority of members.

Article (6)

The Committee shall hold its meetings at the headquarter of Qatar Financial Markets Authority.

Article (7)

The Committee members shall be neutral and independent and shall keep the truth with respect to all facts.

Article (8)

Referred facts shall be immediately noted in a special register with serial numbers related to the year of each fact. In addition, a special file shall be devoted for each fact.

Article (9)

The Committee's proceedings are conducted in Arabic, and the Committee hears the statements of any person unaware of Arabic through a translator.

Article (10)

Any documents submitted to the Committee in other than Arabic shall be accompanied with a certified translation from an entity approved by the Committee.

Article (11)

A special file shall be devoted for each incident stating the time when and place where the minute was opened, the names of the attending Committee

members, the reason of the session holding, the summary of the facts, and the names and attributes of the litigants.

Article (12)

The date and time of submission shall be mentioned on all documents submitted.

Article (13)

The Committee's Secretary shall write down the statements and observations expressed by the Committee members and the meeting attendees, and shall not be entitled to omit or erase anything. In case any material mistake appeared in the text written, the wrong word or number is placed between parentheses with the word (correct) next to it.

Article (14)

The Committee's Secretary shall be responsible for keeping the Committee's files and documents and he shall not disclose any information or documents only after the Chairman authorization thereon.

Article (15)

The Committee hears the statement of the parties and their witnesses and confront them with all available evidences and documents.

Article (16)

The Committee shall summon any person it may deem necessary to appear before it through any means it deems sufficient for informing, provided that the sent notice include the following data:

- a) Name and title of the person to be heard
- b) The reason for the call
- c) Date, day and time of the session
- d) It shall be clarified whether that person shall appear in person or through a representative
- e) The required documents
- f) The person subject to accountability shall be entitled to be accompanied by a legal representative or on his behalf

Article (17)

The Committee interrogates the defendant after having informed of all facts alleged against him/her, the nature of the violation and .The Committee states to the defendant all evidence, documents, and statements of the witnesses, along with the committees' outcomes.

Article (18)

The Committee may request the reservation of the documents submitted thereto, whether by keeping the same in a safe place or by affixing seals thereon and safeguarding them.

Article (19)

If the defendant fails to appear before the Committee without an acceptable excuse, the Committee may rule the violation after being sure of its declaration. It may also postpone considering the case and order the re-declaration.

Article (20)

The Committee shall issue its decision based on the evidences and documents presented to it. It shall not depend on any evidence that is not submitted to it or any personal information from its members.

Article (21)

The Committee may request a mutual assistance from foreign supervisory authorities in case of having agreements to exchange information between such authorities and the Authority within the scope of coordination in such agreements. That request of foreign assistance can be in the form of information, document checking or whatever can facilitate the work of the Committee to unveil facts, documents, or persons within or outside the State.

Article (22)

The Committee's deliberations shall be confidential and only the members who have heard the pleading can be involved in them.

Article (23)

The decisions of the Committee shall be passed by the majority of opinions and the Chairman opinion shall be decisive in the case of differences of opinions.

Article (24)

In the event where the Committee passes a decision related to the defendant in absence, the Committee's Secretary shall inform the defendant of the decision within 10 days from the date of issue provided that the written notice includes the details of the decision and the right of the defendant to appeal against the decision to the Appeals Committee within the period specified in the regulations of the Appeals Committee in accordance with the applicable procedures.

Article (25)

If any of the reasons included in the declaration is related to a matter that might mention the name of a person other than the one being subject to disciplinary, which might be harmful to that person, the Committee may send a copy of the notice to that person with invitation to present the own briefs.

Article (26)

The Committee's Chairman and Secretary shall sign on the Committee's decision within 7 days of issuing the decision.

Article (27)

Every concerned person shall be entitled to obtain a copy of the Committee's decision after the approval of the Chairman and pay the prescribed fee.

Article (28)

It is possible to appeal against the decision of the Disciplinary Committee within 15 days of receiving the decision notice or in accordance with what the Committee determines in the declaration.