



هيئة قطر للأسواق المالية  
*Qatar Financial Markets Authority*



# **Investigation Committee Procedures**

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

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

## **Investigation Committee Procedures**

**at Qatar Financial Markets Authority**

### **Article (1)**

The Investigation Committee shall have the power to conduct investigations into violations, complaints or any other matters assigned by the Chief Executive Officer (CEO).

### **Article (2)**

An independent investigation minutes shall be devoted for each incident, titled "investigation minutes", stating the time when and place where it was opened, investigators' names, investigation reasons, the summary of facts, and the names and attributes of the litigants.

### **Article (3)**

The facts received by the Investigation Committee shall be noted in a special register with serial number that start with the beginning of the Gregorian year and end therewith. Such register includes the content of the violation or complaint and the relevant legal description.

### **Article (4)**

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

### **Article (5)**

The Committee shall be independent and neutral during the investigation, and shall commit to the truth with regard to all information it receives.

### **Article (6)**

The Investigation Committee's Chairman shall be entrusted with maintaining the order and managing the investigation process, and shall be in charge of asking questions to the litigants and witnesses. The members ,after consultation with the Chairman, shall have the right to request asking some questions. The Chairman shall also have the right to sign on all matters related to the Committee.

### **Article (7)**

Investigations are conducted in Arabic, and the Committee hears the statements of any person unaware of Arabic through a translator.

### **Article (8)**

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 (9)**

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

#### **Article (10)**

The Committee's Secretary shall write down all statements and observations expressed by the Committee members and investigation 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, then sign the investigation report.

#### **Article (11)**

The Committee's Secretary shall be responsible for keeping the investigation and all relevant documents, and shall not disclose any information or documents only after authorization of the Investigation Committee chairman.

#### **Article (12)**

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

#### **Article (13)**

The Committee may 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- Subject of the investigation
- c- Day, date and time of investigation
- d- It shall be clarified whether that person shall appear in person or through a representative
- e- The required documents
- f- That the defendant shall be entitled to, during the investigation period, be accompanied by a legal representative or on his behalf.

#### **Article (14)**

The Committee interrogates the defendant after having informed of all facts alleged against him, the nature of the violation, and that he/she will be under investigation procedures. The Committee states to the defendant all evidence, documents, and statements of the witnesses, along with the committees' outcomes in the investigation, then all pages are signed by all persons appearing for investigation, the secretary and the Committee's Chairman, after all statements are recited .

#### **Article (15)**

When the investigation procedures require any inspection process, the Committee shall charge any of its members to move to the party to be inspected, provided that it shall specify the procedures to be followed starting from the date and time on which the mission started.

#### **Article (16)**

A minute shall be prepared for the aforementioned procedures, including the procedures that were followed and the persons met and their capacities; the persons interviewed shall be notified of the capacity of the person in charge of inspection and the reason therefor.

### **Article (17)**

The person who undertakes the inspection shall be bearing the Authority's badge in a conspicuous place to let the party or person subject to inspection know his/her capacity.

### **Article (18)**

If the facts or documents under investigation are related to a foreign entity or to a person/persons residing abroad, 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 shall be submitted to the CEO by a memorandum containing the reasons for such request.

### **Article (19)**

The Committee shall be entitled to stop the investigation procedures if it considers that there is an ongoing investigation, by virtue of a certain fact or document, at another judicial or supervising authority, where any decision thereabout is subject to a good process of investigation.

### **Article (20)**

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

### **Article (21)**

The Committee shall submit a written report to the CEO including the investigation result, particularly a description of the violation subject of the investigation, names of the violators, a summary of the procedures that have been done as well as the result reached and the recommendations.

## **Article (22)**

The CEO may refer the case to the Disputes Settlement Committee, the Disciplinary Committee, or the competent judicial authorities, or may decide to settle the same according to the Authority's policy in this regard or to reserve the case if he considers the referral thereof non useful.