

Privacy Act Statement. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, DC. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the Administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .49 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

*Furnish this exhibit for EACH foreign principal listed in an initial statement and for EACH additional foreign principal acquired subsequently.*

1. Name and address of registrant Collier Shannon Scott, PLLC 3050 K Street NW Suite 400 Washington, D.C. 20007		2. Registration No. 5718
3. Name of foreign principal Embassy of the State of Qatar	4. Principal address of foreign principal 2555 M Street NW Washington, D.C. 20037	

5. Indicate whether your foreign principal is one of the following:

- Foreign government
- Foreign political party
- Foreign or domestic organization: If either, check one of the following:
  - Partnership
  - Corporation
  - Association
  - Committee
  - Voluntary group
  - Other (specify): \_\_\_\_\_
- Individual-State nationality \_\_\_\_\_

2005 OCT 21 PM 5:28  
CRIMINAL DIVISION

6. If the foreign principal is a foreign government, state:

- a) Branch or agency represented by the registrant.  
Embassy of the State of Qatar
- b) Name and title of official with whom registrant deals.  
Ambassador Bader Omar Al-Dafa

7. If the foreign principal is a foreign political party, state:

- a) Principal address.  
NA
- b) Name and title of official with whom registrant deals.
- c) Principal aim.

If the foreign principal is not a foreign government or a foreign political party,

a) State the nature of the business or activity of this foreign principal

NA

b) Is this foreign principal

Supervised by a foreign government, foreign political party, or other foreign principal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Owned by a foreign government, foreign political party, or other foreign principal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Directed by a foreign government, foreign political party, or other foreign principal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Controlled by a foreign government, foreign political party, or other foreign principal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Financed by a foreign government, foreign political party, or other foreign principal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Subsidized in part by a foreign government, foreign political party, or other foreign principal	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9. Explain fully all items answered "Yes" in Item 8(b). (If additional space is needed, a full insert page must be used.)

NA

10. If the foreign principal is an organization and is not owned or controlled by a foreign government, foreign political party or other foreign principal, state who owns and controls it.

NA

Date of Exhibit A	Name and Title	Signature
10/28/05	Scott A. Sinder, Member	

INSTRUCTIONS: A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. One original and two legible photocopies of this form shall be filed for each foreign principal named in the registration statement and must be signed by or on behalf of the registrant.

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Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant Collier Shannon Scott, PLLC 3050 K Street NW Suite 400 Washington, D.C. 20007	2. Registration No.  5718
3. Name of Foreign Principal Embassy of the State of Qatar	

Check Appropriate Boxes:

4.  The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach a copy of the contract to this exhibit.
5.  There is no formal written contract between the registrant and the foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach a copy of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.
6.  The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and expenses, if any, to be received.

7. Describe fully the nature and method of performance of the above indicated agreement or understanding.

See answer to Question 8 on this Exhibit B.

8. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

- Arranging meetings with Members of Congress and their staff and other U.S. officials on behalf of representatives of the State of Qatar
- Organizing Congressional delegations to Qatar
- Maintenance and expansion of the Qatari-American Caucus; and
- General government affairs representation in Washington, D.C.

9. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act and in the footnote below? Yes  No

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose.

The activities listed above in Question 8 will be undertaken in order to communicate information to and about the principal. At the request of the principal, the registrant may, from time to time, arrange meetings with Members of Congress and their staff, and other U.S. officials and non-governmental organizations, for representatives of the State of Qatar.

2005 OCT 21 PM 5:27  
OFFICE OF THE SECRETARY OF STATE

Date of Exhibit B	Name and Title	Signature
10/28/05	Scott A. Sinder, Member	

Footnote: Political activity as defined in Section 1(o) of the Act means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

# Collier Shannon Scott

Collier Shannon Scott, PLLC  
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Scott A. Sinder  
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17  
June 1, 2005

## Via Hand-Delivery

His Excellency Bader Omar Al-Dafa  
Ambassador  
Embassy of the State of Qatar  
2555 M Street, NW  
Washington, D.C. 20037

**Re: CSS Representation**

Dear Ambassador Al-Dafa:

We are pleased that the Embassy of the State of Qatar has engaged Collier Shannon Scott, PLLC ("CSS") to provide government affairs services. Specifically, CSS will assist the Embassy with –

- (2) arranging meetings with Members of Congress and other U.S. officials for representatives of Qatar on an as-needed basis;
- (3) organizing two Congressional delegations to Qatar each year (including the Qatar Conference for Free Market and Democracy);
- (4) maintenance and expansion of the Qatari-American Caucus; and
- (5) general government affairs representation in Washington, D.C.

This letter sets forth the terms upon which we will provide these professional services as required by the rules of the District of Columbia Bar Association.

### Charges for Professional Services and File Maintenance

We will provide our services on a fixed-fee retainer basis for \$15,000 per month, payable ~~in advance in monthly installments~~ <sup>2</sup>

- (a) This Agreement is effective on a twelve-month basis. After the twelve-month period, the contract will be renewed for a successive twelve months, unless terminated by either party.

2005 OCT 31 PM 5:27

- (b) The Embassy of the State of Qatar has the right to terminate this Agreement provided that Embassy of the State of Qatar gives one month written notice (the "Notice Period"). During the Notice Period, the Agreement will remain in full force and effect and both parties will continue to perform in accordance with this Agreement. The rights, duties and responsibilities of CSS and the Embassy of the State of Qatar shall continue in full force and effect during the Notice Period.
- (c) Upon termination, and materials or services CSS has committed to purchase for the Embassy of the State of Qatar, with the Embassy of the State of Qatar's advance written approval, shall be paid for by the Embassy of the State of Qatar and CSS shall receive applicable compensation as outlined herein for Services rendered through the date of termination. Upon termination, CSS shall return to the Embassy of the State of Qatar all the Embassy of the State of Qatar property and the Embassy of the State of Qatar materials in CSS' possession or control.

We maintain files for each of our clients on the matters we are handling on their behalf. Old inactive files that are no longer in use or files that are particularly voluminous may be stored off-site, which may result in storage charges to you. If a matter is concluded and you no longer wish for us to retain the files, we will return them to you at your request. We maintain files on a retention schedule. In the event you do not instruct us regarding disposition of your old or inactive files, or we are not able to contact you to receive instructions, this letter will confirm that you authorize us to dispose of inactive files without further instructions. If you do not authorize us to do so without further specific authorization from you, please notify us in writing.

#### Confidentiality

CSS shall ensure that information or materials disclosed to or otherwise accessed by CSS hereunder (a) the Embassy of the State of Qatar specifically identifies as proprietary or confidential information or (b) given the nature of such information or the circumstances surrounding its disclosure, reasonably should be construed as confidential (collectively, "Confidential Information") is not disclosed to any third party or used by CSS for any purpose other than as specifically authorized hereunder. Confidential Information does not include information known to agency prior to disclosure by the Embassy of the State of Qatar, information that is publicly known or information available from or disclosed by a third party not bound in a confidential relationship with the Embassy of the State of Qatar. CSS shall inform the Embassy of the State of Qatar of all requests for or inquiries into the Embassy of the State of Qatar Confidential Information by third parties and shall only provide same when legally obliged to do so after notice to the Embassy of the State of Qatar. In the course of performing the Services, CSS may disclose Confidential Information as the Embassy of the State of Qatar shall have approved for disclosure.

### **Reimbursement of Expenses**

In addition to our retainer fee, we will bill you for items of costs and expense incurred in our work on your matters. Items that will be charged separately include: copying; messenger services; filing fees; postage, courier, and express services; long distance telephone calls; cab fares; entertainment expenses; travel; telecopying; computerized legal research; computer-assisted document preparation; support staff overtime, when necessary; and similar items. If, in connection with this representation, major disbursements or charges are incurred, such as printing bills or expert witness fees, our normal practice is to forward these statements to you for direct payment to the vendor.

### **Statements for Fees and Expenses**

Each month, we will deliver statements for fees and costs for services rendered during the preceding month. Services and costs not posted as of the monthly closing date will appear on a subsequent statement. Recognizing that most legal services are performed outside of the view of the client, we typically describe the services performed in detail, so that you will understand fully the work we have done and the charges for that work.

If you have any questions about or objections to a statement, we will be pleased to discuss it with you and to provide any additional explanation of our work that you may require. It is essential that if you do have questions or objections, however, that you advise us promptly so we may resolve any difficulties as quickly as possible.

In the event that any statement is not paid as required by this agreement, you agree that we will have the right at any time to discontinue further services on this matter and on any other pending matter for you, and to withdraw as its counsel in any pending proceeding. Please be aware that it is our normal policy to discontinue further work in the event of nonpayment.

Our firm's policy when undertaking work for a new client is to require an advance retainer payment against future invoices. We are not requesting a retainer from the Embassy of the State of Qatar at this time. We may request additional retainer payments, if payments are not made timely or in other appropriate circumstances.

Payment in full is required within 30 days of your receipt of our statement. We reserve the right to terminate our representation if payment is not received within 45 days of the date of our statement. In that event, you agree not to challenge our withdrawal from any court or administrative proceeding. In connection with any such withdrawal, you also agree that we will have the right to file a copy of or otherwise disclose this fee agreement in the proceeding.

### **Waiver of Potential Conflicts**

We have performed a preliminary conflicts check and are currently aware of no work we have done or are doing for another client that would preclude us from representing the Embassy

of the State of Qatar. Our engagement is, however, contingent on our performing a more thorough analysis of any actual or potential conflicts that this representation might present. That analysis will be done as soon as this agreement is fully executed.

In undertaking our representation of the Embassy, we request an advance agreement that Collier Shannon Scott, PLLC, will not be disqualified from representing interests adverse to you in matters that are not substantially related to the matters on which Collier Shannon has been retained by you.

This waiver is not intended to, and would not, permit Collier Shannon to represent interests directly adverse to the Embassy in matters that are substantially related to the work done for you. Nor is it intended that there be, and there would not be, any waiver of your right not to have confidences or secrets that you transmit to Collier Shannon disclosed to any third party or used against you. We would, of course, hold such information that you provide to us in strict confidence.

Accordingly, by engaging us in this representation, the Embassy of the State of Qatar agrees that it waives any objection to Collier Shannon representing other clients, unless the other representation would involve Collier Shannon in representing an interest directly adverse to your interests on matters that are substantially related to those on which Collier Shannon represents you.

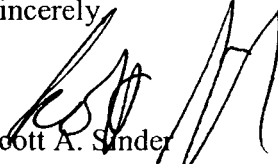
This will confirm our understanding that the Embassy of the State of Qatar is our client for the specific matters on which it engages us, and we shall not be deemed to represent its affiliated corporations unless you advise us that such entities are directly involved in or affected by our representation of the Embassy of the State of Qatar.



Collier Shannon Scott

We are delighted that you have asked us to represent you and we look forward to working with you. If you have any questions regarding any aspect of our representation, please call me.

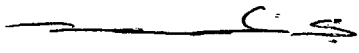
Sincerely

  
Scott A. Sinder  
Member of the Firm

READ AND AGREED TO:

The Embassy of the State of Qatar

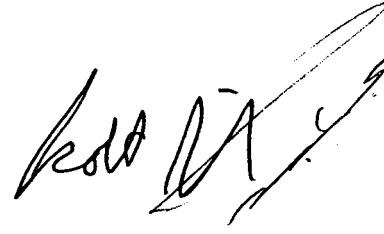
By:

  
His Excellency Bader Omar Al-Dafa  
Ambassador  
June 1 17, 2005

cc: Client Billing Service

2005 JUN 21 PM 5: 27  
COLLIER SHANNON SCOTT

Provisions incorporated into June  
17<sup>th</sup> engagement letter. In case  
of conflict, these provisions shall  
govern.



### الاتفاق المقترح مع شركة Collier Shannon Scott

• لم يتم التحديد في الاتفاق تاريخ انعقاده أو تاريخ انتهائه. بالإمكان إضافة  
فقرة جديدة خاصة بهذا الشأن لتقادي أي غموض في المستقبل، و تكون  
على الشكل الآتي:

*"This agreement shall commence on <sup>2009</sup> July 17<sup>th</sup> ("Effective Date"), and expires on \_\_\_\_\_, unless renewed or earlier terminated as provided herein". shall be on a month-to-month basis.*

• ينص الاتفاق على أن تقوم السفارة بتسديد الدفعات الشهرية مقدما في  
الأول من كل شهر. بالإمكان إضافة فقرة جديدة لإرجاء الدفعات إلى  
نهاية الشهر، أي بعد قيام الشركة بالخدمات المترتبة عليها.

*Payment at end of the month*  
• ينص الاتفاق على انه للشركة الحق بالتصرف بالملفات القديمة أو غير  
الفعالة، و ذلك في حال لم تتمكن من الاتصال بالسفارة للحصول على  
توجيهات في هذا الشأن. بالإمكان إضافة فقرة جديدة تنص على أن لا  
يصار إلى التصرف بأي ملف قبل أخذ موافقة خطية و مسبقة من  
السفارة، و تكون على الشكل الآتي:

*"Old inactive files shall not be disposed of without prior written approval from the Embassy".*

2005 OCT 31 PM 5:27  
COMMERCIAL REPRESENTATIVE UNIT

• ينص الاتفاق على أن السفارة تتكلف بكل المصاريف التي تتكبدها CSS أثناء قيامها بخدماتها. بالإمكان إضافة فقرة جديدة تنص على انه إذا ما فاقت مجموعة التكاليف مبلغ الألف دولار أمريكي في الشهر الواحد، يتوجب على الشركة اخذ موافقة مسبقة و خطية من السفارة، و ذلك للتأكد من مدى الحاجة لهذه الخدمات، و تكون على الشكل الآتي:

*“.....Provided, however, that CSS must obtain Embassy’s advance approval if the expenses for any given month exceeded \$1000. Except as otherwise authorized in writing, the Embassy shall not be obligated to pay or reimburse CSS for any additional amount. All expenses must be expended directly in connection with CSS services to the Embassy as set force in this agreement”*

• على نحو آخر، ينص الاتفاق على انه بإمكان الشركة أن تطلب من موظفيها العمل ساعات إضافية إذا ما احتاج الأمر. بالإمكان مطالبة الشركة اخذ الموافقة المسبقة من السفارة قبل اللجوء إلى ذلك، مما يتيح للسفارة فرصة تقدير الحاجة إلى ذلك، و يكون ذلك على الشكل الآتي:

*“.....support staff overtime (at our discretion).....”*

• أخيراً، تلتزم الشركة بتقديم خدماتها إلى السفارة و إلى المؤسسات الأخرى التابعة لها و المعنية مباشرة بهذه الخدمات، على أن يتم تحديدها من قبل السفارة. بالإمكان تحديد المؤسسات أو الملحقات التي تبغي السفارة أن تكون مشمولة في هذا العقد.

Embassy will decide which department of the Embassy need help

• يفترق العقد أيضا على فقرات تؤمن حماية اكبر للفرقاء، بالإمكان إضافتها إلى العقد، و هي التالية:

recommended add the following

○ فقرة حول شمولية الاتفاق، مما يعني أن هذا العقد يمثل اتفاقية الفريقين بالكامل، و يسري على أية اتفاقيات و مشاورات، شفوية كانت أو خطية، حصلت سابقا بين الفريقين. و تكون على الشكل الآتي:

○  
“Entire Agreement:

*This agreement contains the complete agreement of the parties with respect of the subject matter hereof and supersedes and replaces any prior oral agreements, proposals, commitments, understandings, or communications with respect thereto by the parties”.*

○ فقرة حول نقل العقد إلى شخص ثالث، مما يعني انه لا يمكن نقل العقد، بواجباته و حقوقه، إلى شخص ثالث من غير موافقة مسبقة و خطية من الطرف الآخر. و تكون على الشكل الآتي:

“Assignment:

*This agreement may not be assigned, in whole or in part, by either party without the prior written consent of the other party. Subject to the foregoing, this agreement shall inure to the benefit of the parties’ successors and their permitted assigns”.*

○ فقرة حول تعديل الاتفاق، مما يعني انه لا يمكن تعديل بنود العقد من غير موافقة خطية من قبل الطرفين. و تكون على الشكل الآتي:

“Amendments:

*This agreement may be amended only by a writing executed by authorized representatives of both parties, and no waiver of any provision hereof shall be effective unless expressed in writing signed by the party permitting the waiver”.*