



Cessation of business activity Declaration User Manual

Dhareeba Tax Portal

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1

Purpose of this document

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1 Purpose of this document

The purpose of this user manual is to instruct the taxpayer on how to submit a declaration of cessation of business activity.



2

Steps for cessation of business activity submission

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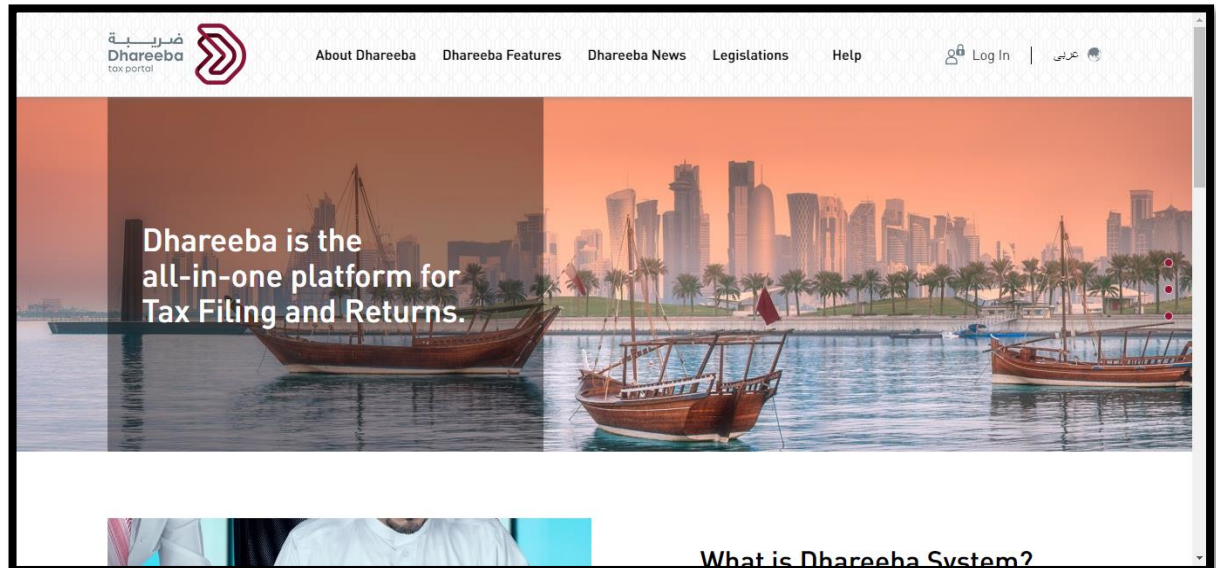


2 Request for cessation of business activity submission

Step 1: Log in Screen

A taxpayer should Log-in through Dhareeba where a taxpayer is automatically directed to NAS (to know how to Sign-up please refer to the document: **GTA_TAS_Self Registration** on National Authentication System).

NOTE: “FAQ” and “Taxpayer Guide” are available under the “Help” tab.

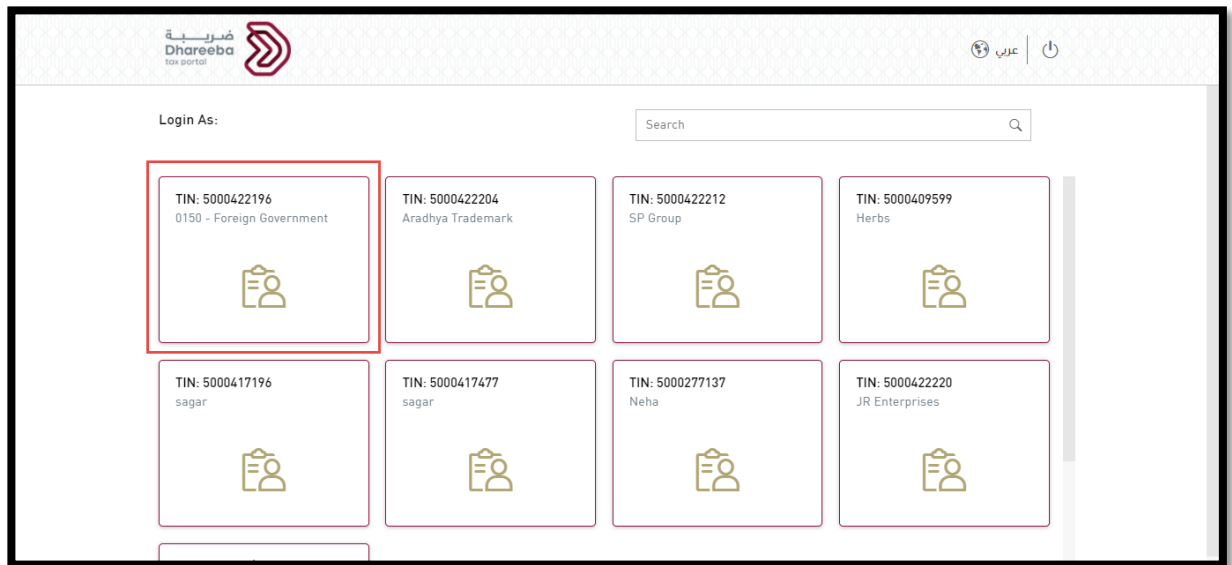




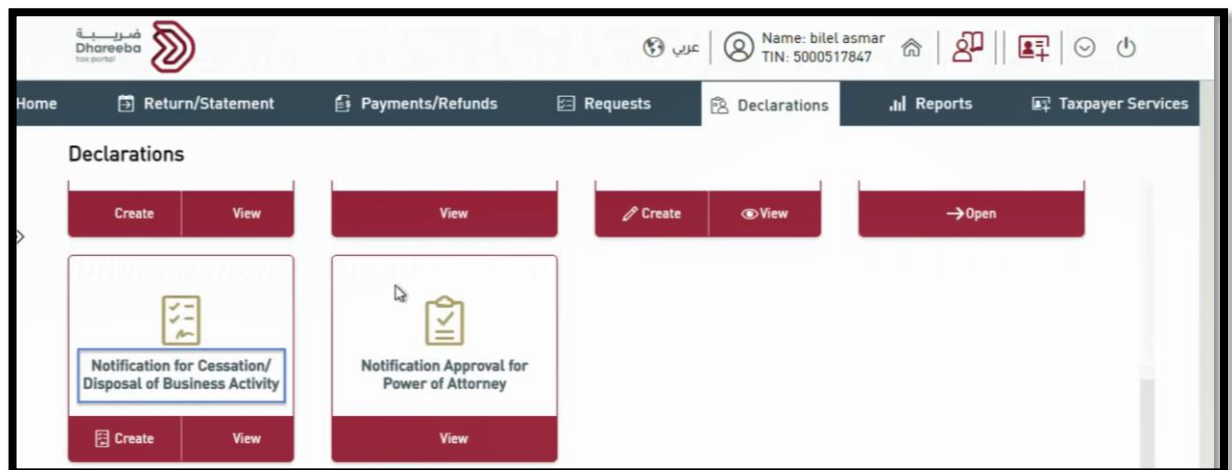
Taxpayer should enter **QID** or **Email address** as 'Username' and its associated password and click on "**Continue**" button after providing the login credentials.

Step 2: Dashboard

Once Taxpayer logs in to the portal, the Taxpayer must Select its registered TIN.



Step 3: Once Taxpayer logs in to the portal, the Taxpayer must click on "Declarations" menu from the dashboard and "Create" button from the "Notification for cessation / Disposal of business Activity" panel



Step 4: screen of instructions

The taxpayer goes to the Help screen, reads the instructions well and then clicks on "Start Now".



The screenshot shows the Dhareeba portal interface. At the top, there's a header with the Dhareeba logo, a language selector (عربي), a user profile section (Name: bitel asmar, TIN: 5000517847), and navigation icons. The main content area is titled 'Instructions' and contains a list of instructions for starting the Cessation/Disposal of Business Activity. At the bottom, there are 'Back' and 'Start Now' buttons.

Instructions
These instructions need to be read and understood before starting the Cessation/Disposal of Business Activity

- Ensure to provide accurate information
- The information you provide will be kept strictly confidential
- It is an offence to provide false and misleading information to General Tax Authority
- Please note that the whole Cessation of business activity should be done through the Taxpayer TIN Deregistration
- Please ensure you do not have pending filing obligations
- Please ensure you do not have pending payments

◀ Back Start Now ▶

Step 5: The taxpayer moves on to the steps of submitting the notification, the first step "Stop/disposal activity"

Selects the type of stop activity, selects details, stops date, enters stop date. You must select the checkbox for the activity of, enter notes and upload attachments. And then click on "continue"

The taxpayer can choose from the drop-down list of the type of stop/disposal activity one of the following three options

Partial cessation
Partial disposal
Wholly disposal

Each of the options has its own drop-down list for the details field as shown in the table below

Partial cessation of activity	Business activity
	Contract completion
	Branch closure
	Others
Partial disposal of activity	Business activity
	Sale of shares

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	Sale of Branch
	Others
Wholly disposal of activity	Sale of whole business
	Sale of shares
	merger
	Others

ضريبة
Dhareeba
tax portal

عربي | Name: Shimaa2 ezzat2
TIN: 5000462234

Cessation/ Disposal of Business Activity

1 Cessation/ Disposal of Business Activity 2 Additional Information 3 Declaration

Type of Cessation/ Disposal of Activity*
Partial Cessation of ...

Details*
Business Activity
Contracts Completion
Branch Closure
Others

Cessation/ Disposal Date*
DD/MM/YYYY

Notes

Provide Attachment(s) for Partial Cessation of Business Activity

Back Save as Draft Continue

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عربي | Name: Shimaa VAT tourist-1
TIN: 5000449330

Cessation/ Disposal of Business Activity

1 Cessation/ Disposal of Business Activity 2 Additional Information 3 Declaration

Type of Cessation/ Disposal of Activity*
Partial Disposal of A...

Details*
Business Activity
Sale of Shares
Sale of Branch
Others

Cessation/ Disposal Date*
DD/MM/YYYY

Notes

Provide Attachment(s) for Partial Disposal of Business Activity

Back Save as Draft Continue

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GIA TAS for Public Sector

stg.dhareeba.gov.qa/sap/bc/ui5_ui5/sap/zmc_f_fmca/index.html?saml2idp=https://www.stgnas.gov.qa/dp&lang=en&sap-client=200&sap-language...

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عربي

Name: Shimaa VAT tourist-1
TIN: 5000449330

Cessation/ Disposal of Business Activity

1 Cessation/ Disposal of Business Activity 2 Additional Information 3 Declaration

Type of Cessation/ Disposal of Activity*
Wholly Disposal of A...

Details*
Sale of Whole Business
Sale of Shares
Merger
Others

Cessation/ Disposal Date*
DD/MM/YYYY

Notes

Provide Attachment(s) for Wholly Disposal of Business Activity

Back Save as Draft Continue

ضريبة
Dhareeba
tax portal

عربي

Name: bilet asmar
TIN: 5000517847

Cessation/ Disposal of Business Activity

1 Cessation/ Disposal of Business Activity 2 Additional Information 3 Declaration

Type of Cessation/ Disposal of Activity*
Partial Cessation of Acti

Details*

Cessation/ Disposal Date*
DD/MM/YYYY

Notes

Provide Attachment(s) for Partial Cessation of Business Activity

Back Save as Draft Continue

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Attachment

1. File size should be less than 5MB

2. Choose only file with extension: DOC / DOCX / PDF / JPG / XLS / XLSX

Attachments (1)

[0_Book1.xlsx](#)

Close

Cessation/ Disposal of Business Activity

1 Cessation/ Disposal of Business Activity 2 Additional Information 3 Declaration

Type of Cessation/ Disposal of Activity* Partial Cessation of A... Details* Business Activity Cessation/ Disposal Date* 07/06/2022

Business Activities	Notes	Attachments
<input checked="" type="checkbox"/> Selling mobile cards	TEST	
<input type="checkbox"/> Importing dangerous material pertaini...		

Back **Save as Draft** **Continue**

Step 7: Additional Information Screen

After that, click on the “Continue” button, where you will move to the “Additional Information” step, you must optionally enter any additional data and then click on the “Continue” button.



The screenshot shows a web application interface for 'Dhareeba Tax portal'. The top navigation bar includes the logo, language toggle (عربي), user profile (Name: bilet asmar, TIN: 5000517847), and navigation icons. The main heading is 'Cessation/ Disposal of Business Activity'. Below this is a progress bar with three steps: 1. Cessation/ Disposal of Business Activity, 2. Additional Information (current step), and 3. Declaration. The 'Additional Information' section has a sub-heading 'Additional Notes' and a text area containing 'GTA TEST'. Above the text area is a link to 'Attach any supporting documents (if any)'. At the bottom, there are three buttons: 'Back', 'Save as Draft', and 'Continue'.

Step 10: Declaration Screen

Enter the required fields and then set the checkbox to activate the "Submit" button, and then a confirmation message appears, bearing the order reference number and date of receipt.



The screenshot shows the 'Declaration' step of a three-step process. The user is logged in as 'bilel asmar' with TIN '5000517847'. The form contains the following fields:

- First Name:** umar
- Last Name:** abdullah
- Designation:** Taxpayer (dropdown menu)
- Date:** 05/07/2022
- Email Address:** umar@gmail.com
- Phone Number:** + 974 55646913

A checkbox is checked with the text: "I Confirm that the information given in this form is true, complete and accurate." At the bottom, there are buttons for 'Back', 'Save as Draft', and 'Submit'.

Confirmation screen:

The confirmation screen displays the following information:

- Notification of Cessation of Business Activity complete**
- Your declaration reference number is**
034000000060 submitted on: 05/07/2022
- Kindly use your reference number to track your declaration's status in the system and when contacting us.
- This Notification confirms that we have received and your declaration, however this is not an approval nor a rejection of your declaration.
- Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your declaration.
- For any inquiry or assistance, please contact us on:
 - Within Qatar: 16565
 - Outside Qatar: +974 4406 9841
- Write to us at support@dhareeba.gov.qa or visit Dhareeba.gov.qa
- Form: 034000000060 submitted successfully
- A 'Close' button is at the bottom.

Correspondence after approval from all levels :

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TIN: 5000466839

R_Test
65 43 87,
3 3,
Qatar.

10 April 2022

Subject: Approval of the Notification of Partial Cessation/Disposal of Business Activity.

Taxpayer R_Test 5000466839 ,

We are pleased to inform you that your Notification of Partial Cessation/Disposal of Business Activity with Reference Number 34000000049 submitted on 07/04/2022 has been approved.

الرقم الضريبي : 5000466839
R_Test
.87 43 65
. 3 3
قطر.

10 أبريل 2022

الموضوع: الموافقة على الإخطار بالتوقف الجزئي عن / بالتصرف في النشاط.

دافع الضرائب 5000466839.

يسرنا إعلامكم بأنه تمت الموافقة على الإخطار بالتوقف الجزئي عن / بالتصرف في النشاط رقم 34000000049 المقدم بتاريخ

07/04/2022

