

الـهيئـة العامـة للضـرائـب GENERAL TAX AUTHORITY



Excise Tax Return - New User Manual

Dhareeba Tax Portal

Excise Tax Return - New version 1.0 -2020



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Purpose of this document

Excise Tax Return - New version 1.0 -2020



1 Purpose of this document

The Objective of this document is to explain how Taxpayer can file Excise Tax Return on Dhareeba portal.

Excise Tax is a consumption-based tax that is applied to specific goods types in the State of Qatar.

Excise Tax is levied on those specified goods at the time of import, on production of excisable goods and on release of excisable goods under suspension for local consumption.

Excise tax must be paid post filing of Excise Tax Return; any amount paid by the Taxpayer at Customs during import of excisable goods will be set off against the Excise Tax Liability.

Goods Type: Following are the goods type that are subjected to Excise Tax with the corresponding tax rates:

- Tobacco and its Derivatives 100% tax rate
- Carbonated Drinks 50% tax rate
- Energy Drinks 100% tax rate
- Special Goods 100% tax rate

Pre-requisites to file Excise Tax Original Return

• The taxpayer must be registered for Excise Tax with the General Tax Authority and have a Tax Identification Number.



2 Steps to file Excise Tax Return by the Taxpayer

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2 Steps to file Excise Tax Return by the Taxpayer

Step 1: Login 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.

نظام التوثيق الوطني National Authentication System				توثير في TAWTHEEQ
	Authenticate	ccount	E Smart Card authentication Login with Smartcard Smartcard FAQs	

Step 2: Dashboard

After successful login, The Taxpayer will be navigated to the home page on Taxpayer Portal.





Taxpayer should select **Return/Statement** tab. The Taxpayer will be displayed the Filing Obligations tile under the Return/Statements tab.

D	غريب hareeba «portal			ىرىي 🚱	a 🔕 Name: TIN: 50000	19778 🏠 🛛 🚰	
合 Home	🗎 Return/Statement	Payments/R	efunds 🛃	Requests	🖹 Declarations	.II Reports	4 Taxpayer Services
R	eturn/Statement						
	Filing Obligations	Capital Gains	÷		lding Tax ement		
	View	🖉 Create	● View	🖉 Create	© View		

Taxpayer should click on 'View' in the Filing Obligations Tile. The Taxpayer will be navigated to the Filing Obligations page.

Create Button: To file the Excise Tax Return, Taxpayer should click on **Create** Button, this will open the Instructions Screens.

iling Obligations								
Reference Number	Тах Туре♡	Period	DueDate [↑] ↓	Filing Status	Payment Status	Actions		
	Excise tax	2020 Q2	15/07/2020	New		F	×	Ð
	Income Tax	2020	05/01/2021	New		Ð	×	Ð
	VAT	2019 Q4	28/01/2020	New		1	×	Ð



The Excise Tax Return application has following sections:

- Instructions Page
- Excisable Goods Details
- Excise Tax Calculation
- Additional Information
- Tax Summary
- Declaration

Step 3: Instructions Screen

The Taxpayer will be navigated to "Instructions" screen.

Taxpayer should select radio button 'No' if he does not want to file NIL Return.

If Taxpayer selects radio button YES to file NIL Return, then Reason to file NIL Return will be displayed. Taxpayer should select options from the dropdown.

Taxpayer should click on Start now button.

قىرىيە ت Dhareeba tax portal		🚱 عليه العنو ال المالي العنو
Instructions for Taxpayer	S	
These instructions need to be read and understood	before starting the Return Filing	
 Ensure to provide accurate information The information you provide in this return will be It is an offense to provide false and misleading inf Please note that GTA has the right to ask for addit Do you want to file NIL return? Yes O No 	formation to General Tax Authority	
	No production of Excisable Goods No imports of Excisable Goods	
< Back		Start Now 🕨



Step 4: Excisable Goods Details

a. In case the Taxpayer has chosen 'Yes' for the option 'Do you want to file NIL Return', Taxpayer will not have to fill any details in Excise Tax Return.

ضريبة Dhareeba toxportal			🛞 اعربي Name: TIN: 5000019778 🕅	± 2 0
Excise Return Number:		ERETURN-NEW	Tax Period:2020 Q2 [01/04/20	020 - 30/06/2020]
1 Excisable Goods Details	2 Excise Tax Calculation	3 Additional Informatio	on 4 Tax Summary	5 Declaration
			I Download ⊥ Upload	🗑 Delete All
SKU Code \overline{V} Description	RSP 🕦 Quant	ity 🚺 🛛 Total RSP 👔	Excise Tax Paid 🚺 Status 🏹	Actions
		No data		
Total		0 0.00	0.00 0/0	
				Add More
▲ Back	60%		Save as Draft	Continue ►

Save as Draft – Taxpayer can save the Tax Return in draft; the application reference number gets generated. All the details entered in the form by the Taxpayer gets saved.



b. In case Taxpayer has chosen **NO** for the option 'Do you want to file NIL Return', Taxpayer can add Excisable Goods Details either manually or via uploading an Excel in which the Taxpayer has entered details of Excisable Goods Details.

1) Entering Excisable Goods Details Manually

In case the Taxpayer enters the Excisable Goods Details manually, the screen will appear as under.

Taxpayer can enter the details either by 'Goods Type' or by 'SKU Code'.

Search by Goods Type :

Taxpayer can select the **Goods Type** and its details from the dropdown and fill remaining details in the application.

فىرىــــة Dhareeba toxportal			۲	عربي Name: TIN: 500001	9778 渝 谷 也		
Excise Return Number:		🗐 RETU	RN-NEW	Tax Period:2020 Q2 [0	01/04/2020 - 30/06/2020]		
1 Excisable Goods Deta	ails 2 Excise Tax Calculation	3 Ad	ditional Information	4 Tax Summar	y 5 Declaration		
Search By Scoods Type SKU Code							
Goods Type	TOBACCO AND ITS DERIVATIVES	\sim	Quantity (Import	ed) at Customs(A) 🚺	1,000		
HS CODE	24022073	\sim	Quantity Produced outside Tax Warehouse(B)		2,000		
Brand	ACE	\sim	Quantity (Sold Locally) 🕦		3,000		
Description	ACE BLUE 20'S	\sim	Quantity liable fo	or Excise Tax(A+B)	3,000		
SKU Code	240220000010001004		RSP before Excis	se Tax (QAR) 👔	10.00		
			Total RSP before	Excise Tax (QAR) 🕦	30,000.00		
			Excise Tax Paid/	Deferred at Customs	10,000.00		
■ Back	609	%			Save		



Search by -SKU Code

Taxpayer should enter 'SKU Code' and all the details - Goods Type, HS code, Brand, Description will populate automatically based on the entered SKU code.

فـريـــــة Dhareeba tox portol		Ð	عربي 🔕 Name: TIN: 500001	9778 命 名 也
Excise Return Number:		RETURN-NEW	Tax Period:2020 Q2 [0	01/04/2020 - 30/06/2020]
1 Excisable Goods Deta	ails 2 Excise Tax Calculation	3 Additional Information	4 Tax Summar	y 5 Declaration
Search By O Goods Ty	pe 💿 SKU Code			
Goods Type	TOBACCO AND ITS DERIVATIVES	Quantity (Import	ed) at Customs(A) 🜖	1,000
HS CODE	24022073	Quantity Produce Warehouse(B)	ed outside Tax	2,000
Brand	ACE	Quantity (Sold L	ocally) 🚺	3,000
Description	ACE BLUE 20'S	Quantity liable fo	or Excise Tax(A+B)	3,000
SKU Code	240220000010001004	RSP before Excis	se Tax (QAR) 🕦	10.00
		Total RSP before	e Excise Tax (QAR) 🚺	30,000.00
		Excise Tax Paid/	Deferred at Customs	10,000.00
✓ Back	60	%		Save



2) Entering Excisable Goods Details via Excel Template

Taxpayer should download the Excel Template by clicking on 'Download' button.

ضریب ق Dhareeba tox portal		🕲 عرب 🕅 Name: TIN: 5000019778 📾 🛛 🖓 🕐
Excise Return Number:	RETURN-NEW	Tax Period:2020 Q2 [01/04/2020 - 30/06/2020]
1 Excisable Goods Details 2 Excise Tax Calculation	Additional Informatio	on 4 Tax Summary 5 Declaration
		I Download ↑ Upload Delete All
SKU Code ∇ Details of the excisable goods can either b	e entered manually or through the MS e	excel template. Please click on Download button to download the template.
	No data	
Total	0 0.00	0.00 0/0
		Add More
Back	60%	Save as Draft Continue >

Downloaded Template-Template for activity done outside tax warehouse

	A	В	с	D	E	F
1	SKU Code	RSP Before ET (QAR)	Qty Imported (Outside Suspension Regime)	Qty Produced Outside Tax Warehouse	Quantity Sold Locally (other than sales from a Tax Warehouse)	Excise Tax Paid/ deferred at Customs
2						
4						
5						
7						
8						
10	🗘 > 🖹 Outside Tax Warehouse	÷		: 1		



Downloaded Template-Template for activity done inside tax warehouse

	А	В	С	D	E	F
1	SKU Code	RSP Before ET (QAR)	Warehouse Licence Number	Quantity Produced in Tax Warehouse	Quantity Imported (under Suspension Regime)	Quantity Sold Locally from Tax Warehouse
2						
3						
4						
5						
6						
7						
8						
9						
10						
	🖹 Tax Warehouse 🔒 Outs	ide Tax Warehouse		: 🔳		

Upload Template: Taxpayer can upload the template after filling all the details by clicking on Upload button. A confirmation popup message will be displayed to upload the excel.

Clicking on OK button will upload the excel file.



The Uploaded Records are validated by the System.

فىرىپة Dhareeba tox portei	G	ن العلي ا TIN: 5000019778 ش علي العلي الع
Excise Return Number:	RETURN-NEW	Tax Period:2020 Q2 [01/04/2020 - 30/06/2020]
1 Excisable Goods Details 2 Excise Tax Calcula	ation 3 Additional Information	Tax Summary 5 Declaration
		O ⊥ Download
SKU Code 7 Description RSP (The file has successfully been uploaded. System is validating the uploaded records.	Excise Tax Paid Status Actions 0.00 0/0
		Add More
- Back	60%	Save as Draft Continue ►

The details in the excel are successfully uploaded in Excisable Goods Details section.

Excise Return Numb	er:		E RET	TURN-NEW	Tax Period:2020	0 Q2 [01/04/2	2020 -	30/0	6/2020
 Excisable Goods I 	Details 2 E	xcise Tax Calculation	3	Additional Information	4 Tax Su	mmary	5	Dec	laratio
				C	🕨 🔟 Download	<u>↑</u> Upload	Ū	Dele	ete All
SKU Code ∇	Description	RSP 🚺	Quantity 🕦	Total RSP 🌖	Excise Tax Paid 🌖	Status 🖓	Actio	ns	
220210290020001001	100PLUS LEMO	10.00	250	2,500.00	0.00	~		×	R
220210290020001001	100PLUS LEMO	15.00	250	3,750.00	0.00	~		×	Ð
220210290020001001	100PLUS LEMO	20.00	250	5,000.00	0.00	~		×	a
220210290020001001	100PLUS LEMO	25.00	250	6,250.00	0.00	×		×	B
Total			225,000	507,937,500.00	0.00	500/900			
								1 A	dd Mor

Taxpayer can Filter the records by Status.

Excise Return Numb	er:		RETURN-NEW	Tax Period:2	2020 Q2 [01/04/:	2020 - 30/06/202
1 Excisable Goods	Details 2	Excise Tax Calculation	3 Additional Information	4 Ta	x Summary	5 Declaratio
			C	上 Downloa	ad <u>↑</u> Upload	🗐 Delete All
SKU Code 🗸	Description				D Status ∇	Actions
220210290020001003	100PLUS BERRY	Status			~	🗹 🗙 🗟
220210290020001003	100PLUS BERRY	Error	×		×	🗹 🗙 🗟
220210290020001003	100PLUS BERRY	All			~	🗹 🗙 🗟
220210290020001003	100PLUS BERRY		с	ose OK	 V 	🗹 🗙 🗟
Total		Successful Error	.00	0.00	500/900	
						🕒 Add Mor

Edit error Records: Taxpayer can filter error Excisable Goods Details and can correct the records by Editing.

- Edit Button ^[]: Taxpayer can edit the form by clicking on EDIT icon.
- **Cancel Button** : Taxpayer can Cancel the form by clicking on **Cancel** icon.
- View Button: Taxpayer can check any application in view mode by clicking on View button.

Excise Return Num	ber:	_	E RE	TURN-NEW	Tax Period:2020	J QZ [U1/U4/2	.020	50/06	0/2020
1 Excisable Good	s Details	2 Excise Tax Calculation	n 3	Additional Information	4 Tax Su	4 Tax Summary		5 Declaratio	
				•	Download	<u>↑</u> Upload	Ŵ	Dele	te All
SKU Code ∇	Description	RSP 🕦	Quantity 🕦	Total RSP 🌖	Excise Tax Paid ၂	Status 🕅	Actio	ns	
22029090003000100	12	1,740.00	250	435,000.00	0.00	0		×	Ð
22029090003000100	12	1,745.00	250	436,250.00	0.00	0		×	B
22029090003000100	12	1,750.00	250	437,500.00	0.00	0		×	Ð
22029090003000100	12	1,755.00	250	438,750.00	0.00	0		×	Ð
Total			225,000	507,937,500.00	0.00	500/900			
								A	dd Mor

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Taxpayer can manually correct the records that are in error and click on Save.

فريــــة Dhareeba tax.portal		S) عربي 🛛 Name: TIN: 5000019	9778 渝 谷 也
Excise Return Number:		RETURN-NEW	Tax Period:2020 Q2 [0	01/04/2020 - 30/06/2020]
1 Excisable Goods Deta	tails 2 Excise Tax Calculation	3 Additional Information	4 Tax Summary	y 5 Declaration
Search By O Goods Typ	/pe 💿 SKU Code	Quantity (Impo	rted) at Customs(A) 🐧	
Goods Type HS CODE		Quantity (Impor Quantity Produc Warehouse(B)		100
Brand		Quantity (Sold L	_ocally) 🕦	200
Description		Quantity liable f	for Excise Tax(A+B)	250
SKU Code	220290900030001002	RSP before Exc	ise Tax (QAR) 🐧	1,740.00
	This SKU Code belongs to a Goods Type, you are not regi	Jistered for. Total RSP befor	re Excise Tax (QAR) 🕦	435,000.00
		Excise Tax Paid	I/Deferred at Customs	0.00
 ■ Back 	60	0%		Save

Once all records are rectified, then Taxpayer can proceed further by clicking on **continue** button.

Excise Return Numbe	۲: ۲:		🗐 RET	TURN-NEW	Tax Period:2020	0 Q2 [01/04/2	020 -	30/0	6/202
1 Excisable Goods [Details 2 E	xcise Tax Calculation	n 3	Additional Information	4 Tax Su	immary	5 Declaratio		
				6	↓ Download	<u>↑</u> Upload	Ŵ	Dele	ete All
SKU Code 🏹	Description	RSP 👔	Quantity 🚺	Total RSP 🚹	Excise Tax Paid 🚺	Status 🖓	Actio	ns	
220290700020002002	3HORSES DARK	10.00	250	2,500.00	0.00	~		×	Ð
220290700020002002	3HORSES DARK	15.00	250	3,750.00	0.00	v		×	Ð
220290700020002002	3HORSES DARK	20.00	250	5,000.00	100,000.00	v		×	Ð
220290700020002002	3HORSES DARK	25.00	250	6,250.00	0.00	v		×	Ð
Total			65,500	39,831,250.00	200,000.00	251/251			
								G A	dd Mo
								() A	dd Mo

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Delete All Records: Taxpayer can Delete all records through the 'Delete All' button.

فىرىيە Dhareeba				0	عربي 🔘 Nar TIN	ne: :5000019778 ¹	â	ഔ	U
Excise Return Numbe	er:		E RET	URN-NEW	Tax Period:20	20 Q2 [01/04/2	020 - 3	30/06	6/2020]
Excisable Goods I	Details	2 Excise Tax Calculation	3 A	dditional Information	4 Tax 9	Summary	6	Dec	laration
				0	上 Download	Upload		Dele	ete All
SKU Code ∇	Description			pation	d 🌘) Status ∇	Actio	ns	
220210290020001001	100PLUS LEMO					¥	Ľ	×	R
220210290020001001	100PLUS LEMO	All the existing details of th	e goods will b	e deleted. Do you want to	o continue?	~	Ľ	×	a
220210290020001001	100PLUS LEMO			No	Yes	~		×	B
220210290020001001	100PLUS LEMO	0 25.00	250	6,250.00	0.00	~		×	E
Total			225,000	507,937,500.00	0.00				
								() A	dd More
◄ Back			50%			Save as Draft	с	ontin	ue ►

Step 5: Excise Tax Calculation

All the details will be calculated automatically in this section.

xcise Return Number:	RETURN-NEW	Tax Period:2020 Q2 [01/04/2020 - 30/06/20			
1 Excisable Goods Details 2 Excise Tax Calculation	3 Additional Information	4 Tax Summary	5 Declaratio		
Goods Type	Total Excise Tax (QAR)	Excise Tax Paid/Deferred at Customs	Due Excise Tax(QAR)		
TOBACCO AND ITS DERIVATIVES 1	300,000.00	100,000.00	200,000.00		
CARBONATED DRINKS	19,765,625.00	100,000.00	19,665,625.00		
Grand Total	20,065,625.00	200,000.00	19,865,625.00		
Grand Total	20,065,625.00	200,000.00	19,865,625.00		



Step 6: Additional Information

Taxpayer can enter 'Additional Notes' and attach supporting documents, if required by Taxpayer (these are not mandatory).

For Attachment, file Size should be less than or equal to 5MB, multiple attachments are allowed (maximum 10), Attachment types permitted : DOC, PDF, JPEG, JPG, XLS, DOCX.

Taxpayer should click on Continue.





All the details will be calculated automatically on this section depending on the details filled on previous steps.

ضریبة Dhareeba tax portol	G	عربي 🔕 Name: TIN: 500001977	; @ <mark>2</mark> U
Excise Return Number:91100000515	RETURN-NEW	Tax Period:2020 Q2 [01/0	04/2020 - 30/06/2020]
1 Excisable Goods Details 2 Excise Tax Calculation	3 Additional Information	4 Tax Summary	5 Declaration
Description			Amount (QAR)
Due Excise Tax for the Period			19,865,625.00
Late Lodgement Penalty			27,000.00
Late Payment Penalty			891,937.50
Adjustment against Refund Credit Confirmed/Advance Payments 🕀 🛛	etails		5,000,000.00
Total Amount Payable			15,784,562.50
- Back	80%	Cancel Save as Dr	aft Continue ►

Confirmed Refund Credit/ Advance Payment Schedule- Any refund credit and advance payments will be displayed in this section.

xcise Return N	umber:91100000515	5		RETURN-NEW	Tax Perio	d:2020 Q2 [01/04/	2020 - 30/06/202
1 Excisable Go	oods Details	2 Excise Tax Calcu	lation	3 Additional Inform	mation 4	Tax Summary	5 Declaratio
Confirme	ed Refund	Credit/Adva	ince Pa	ayments Sch	edule		
Reference #	Credit Date ฤ	Description	Currency	Current Credit	Offset Liability	Offset Penalty	Remaining Credi
104000001231	07/05/2020	Confirmed Refund Credit	QAR	5,000,000.00	5,000,000.00	0.00	0.00
Total				5,000,000.00	5,000,000.00	0.00	0.00

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Step 8: Declaration

On the Declaration page, the information will be prefilled. Taxpayer should accept the Terms and Conditions and tick the checkboxes for 'I agree with the terms and conditions' and 'declaration' and click 'Submit' button.

ضريبة Dhareeba ^{tox portal}		3	عربي Name: TIN: 50000197	78 兪│谷□│७
Excise Return Number:911000005	15	RETURN-NEW	Tax Period:2020 Q2 [01	/04/2020 - 30/06/2020]
1 Excisable Goods Details	2 Excise Tax Calculation	3 Additional Information	4 Tax Summary	5 Declaration
Declaration				
First Name	Last Name	Designation	Date	
Sandarshana	Cheekoory	Taxpayer	~ 07/09/2020	Ē
Email Address		Phone Number		
SandarshC@gmail.com		+		
✓ I agree with the <u>Terms and C</u>	conditions			
✓ I declare that the information	n provided in this Return is true	and correct.		
✓ Back		99%	Cancel Save as	Draft Submit >

Step 9: Acknowledgement

After submission, an acknowledgement will be displayed. Taxpayer should click on **Pay** button to make payment or, Taxpayer can click on **Close** to close the application and make payment later.





3 Annexure – Correspondence received by Taxpayer

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3 Annexure – Correspondence received by Taxpayer

3.1 Steps how Taxpayer can open and view notifications on the portal

Taxpayer should log in to Taxpayer Portal and needs to click on "View" button on "My Notifications" tile under the "Home" tab.





The Taxpayer can check and download the Acknowledgement Letter and Invoice Letter.

ly Notificati	ons					
$\boldsymbol{\nabla}$ Date of the issue		▽ Application Type	∇ Subject	√ Tax Type	∇ Classification	
12/09/2020	91100000137	Excise Tax Return	Acknowledgment - Excise Tax Original Return	Excise Tax	Informative	<u>1</u>
12/09/2020	91100000137	Original Tax Return Invoice	Tax Return Invoice	Income Tax / Excise Tax / VAT	Informative	4
22/09/2020	91100000137	Excise Tax Return	Acknowledgment - Excise Tax Amended Return	Excise Tax	Informative	Ŧ
22/09/2020	91100000137	Amended Tax Return Invoice	Tax Return Invoice	Income Tax / Excise Tax / VAT	Informative	4



3.2 Taxpayer will receive SMS, Email, PDF on Mobile, Email ID, Dashboard

After submitting the application, Taxpayer will receive Email on the Email Address which Taxpayer has provided, SMS on the Mobile Number Taxpayer has provided & Notifications on Portal.

Taxpayer will receive an SMS, Email and PDF on Submission.

Taxpayer will receive an SMS, Email and PDF for Tax Return Invoice.



Status of Excise Tax Return Application

Taxpayer can click on the View button of 'Filing Obligation' tile to check the status of application.

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බ Home	Return/Statement	Payments/Refunds	🖾 Requests	🖄 Declaration	ns "II Reports	📭 Taxpa	ayer Services	
F	Return/Statement							
	Filing Obligations	Capital Gains Tax Ref		thholding Tax Statement				
فرریبة Dhareeba tox portol Filing Obligat	ions				یں ®	Name: TIN: 50000052	n 🔊 ညိ] Ф
Reference Nu	mber Tax Type.V:	Period	DueDate [↑] ↓	Filing Sta	tus Payn	nent Status	Actions	
	Excise tax	2019 Q3	15/10/2019	New			6 ×	R
8003030000	فريان Dhareeba as cortos			عربي 🕄	Name: TIN: 50000005	21 @ 2	ው	
	Filing Obligations Reference Number Tax Type⊽	Period	DueDate [†] ↓	Filing Status	Payment Status	Actions		
	91100000137 Excise tax	2019 Q3	15/10/2019	Processe	Partially Paid	€ ×	E.	

- End of Document -