



Refund for Excisable Goods - Export Re-Export User Manual

Dhareeba Tax Portal

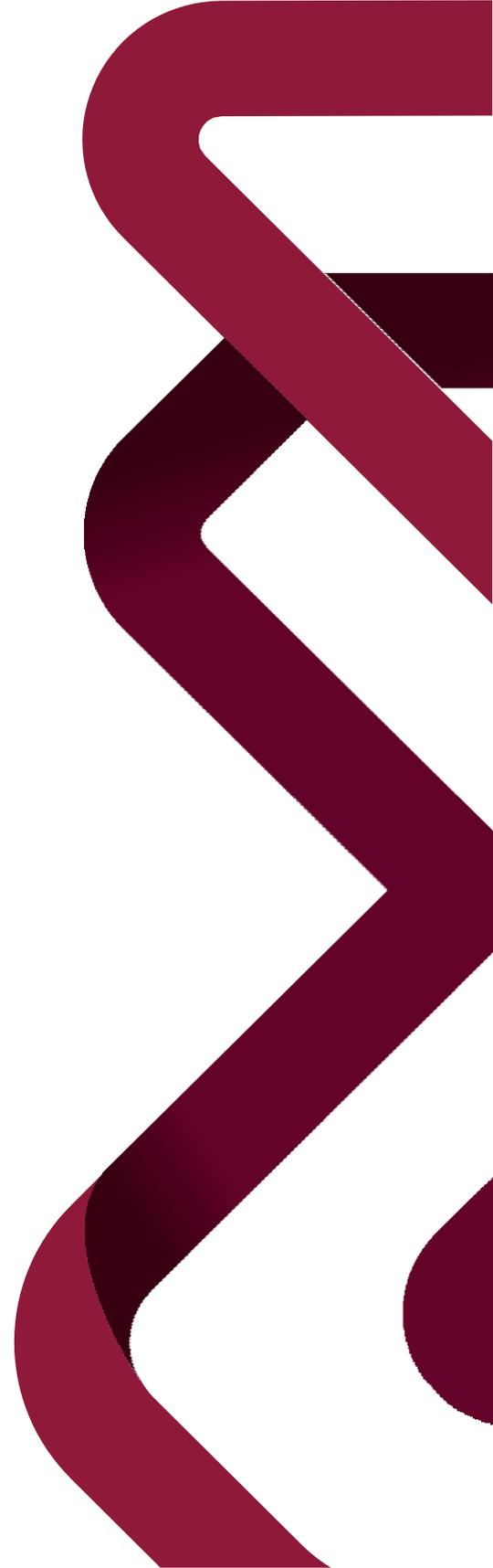


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Purpose of this document



1 Purpose of this document

Taxpayers who are registered with the GTA for Excise Tax are eligible to file for various Refunds such as Refunds related to Damaged/Loss of Excisable Goods, Intermediary Excise Goods, Export/Re-Export outside GCC, Intra GCC Export/Re-Export etc.

This document covers the steps to be followed by the Taxpayer for filing a Refund for Excisable Goods - Export Re-Exports.

2

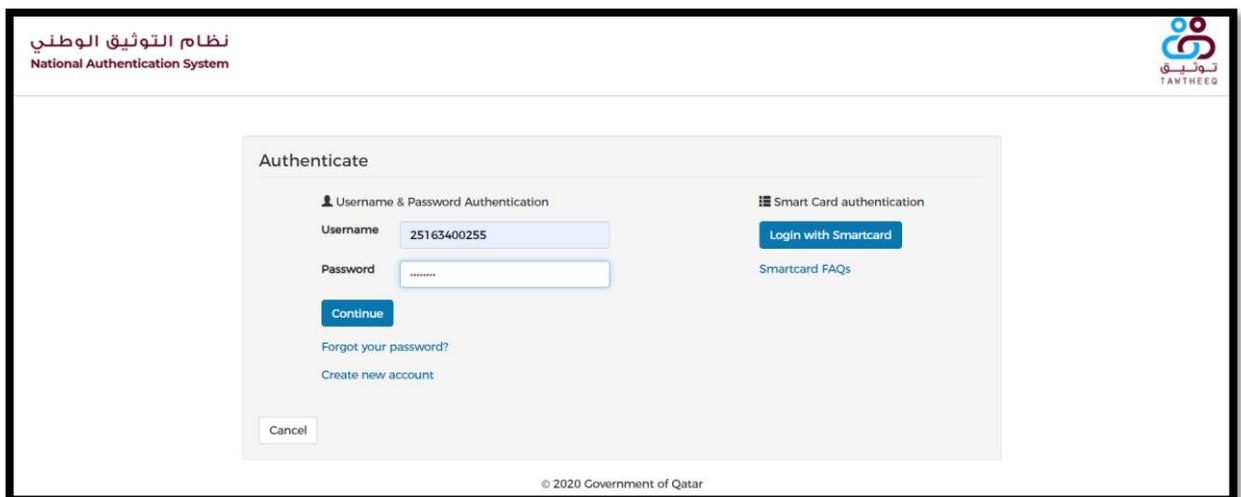
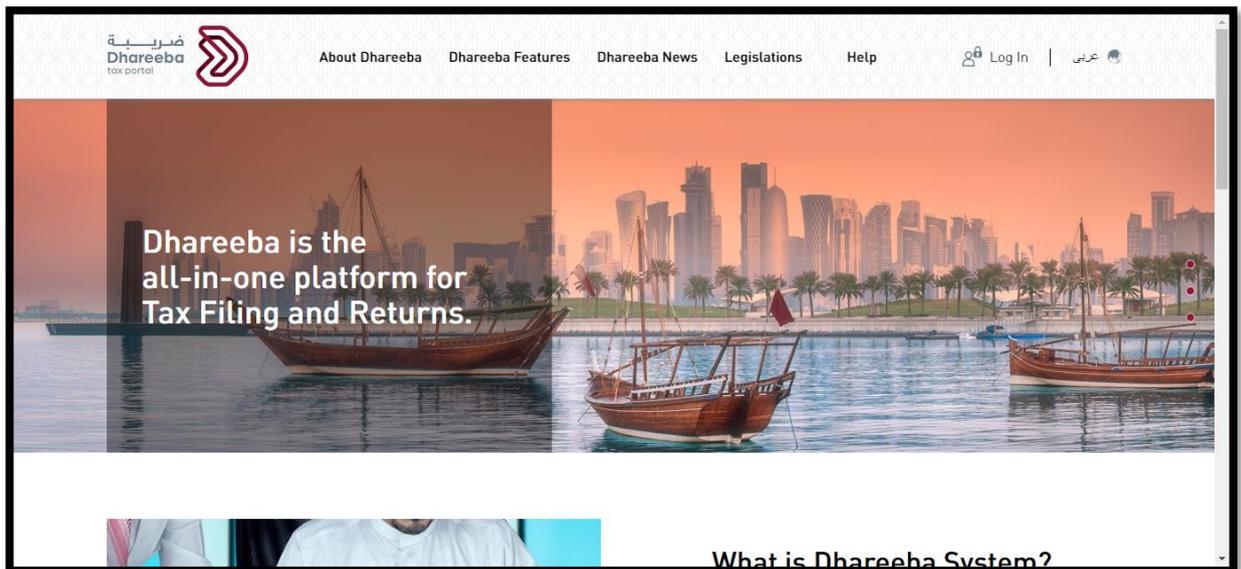
Steps for Export Re-Export Refund Process



2 Steps for Export Re-Export Refund Process

Step 1: Login Screen

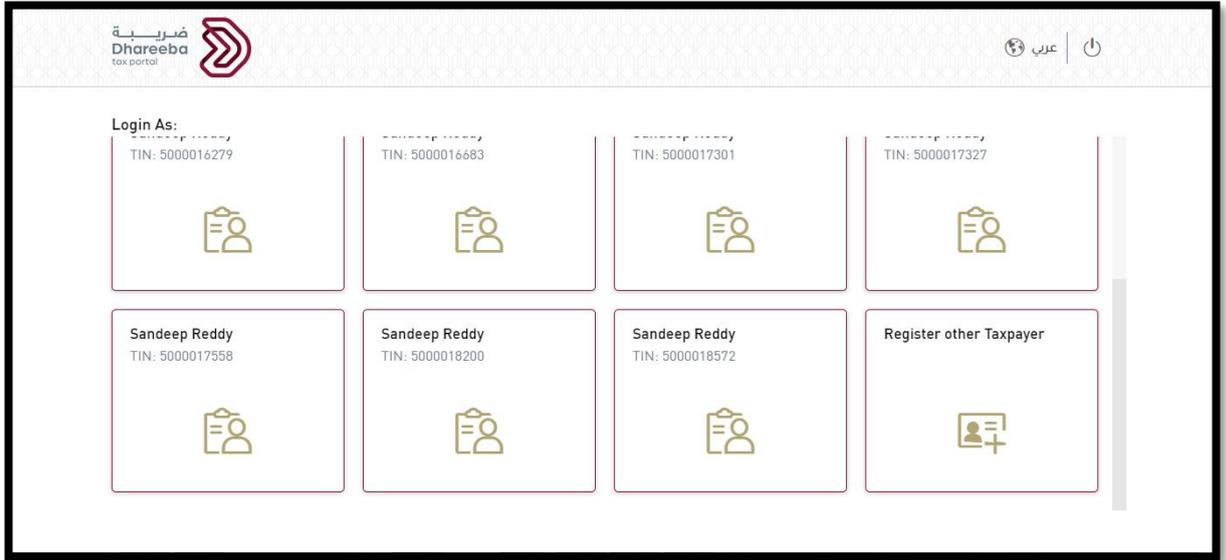
Taxpayer should login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through **QID** or **Email address** and its associated password, as shown in the screen below:





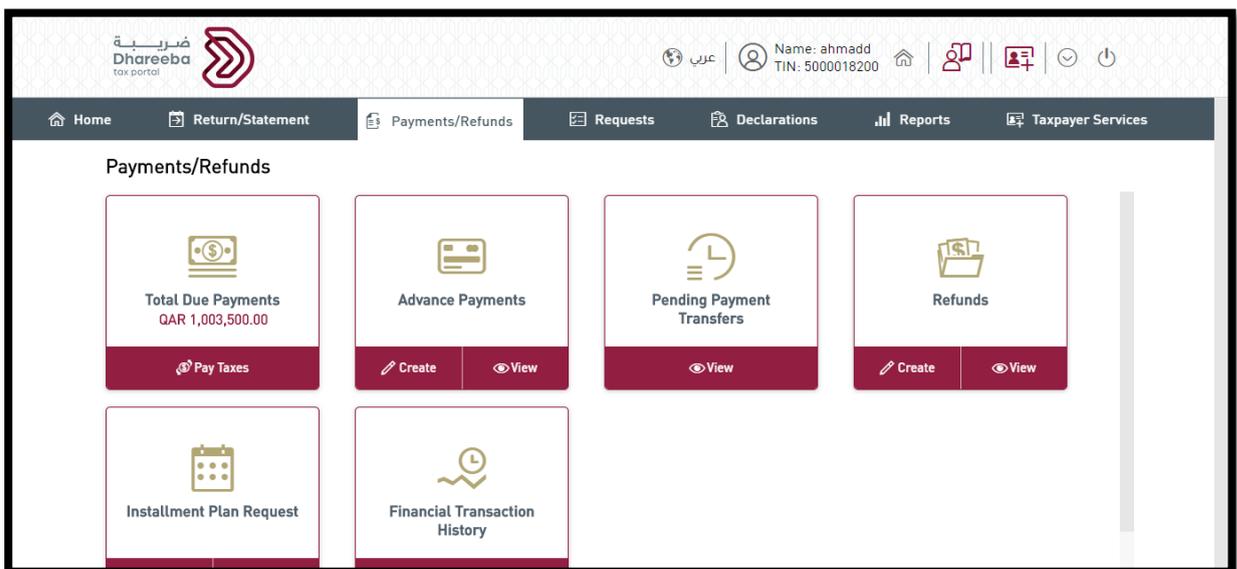
Step 2: Dashboard

On successful NAS authentication, the Taxpayer's dashboard screen appears. Taxpayer should select **TIN**.



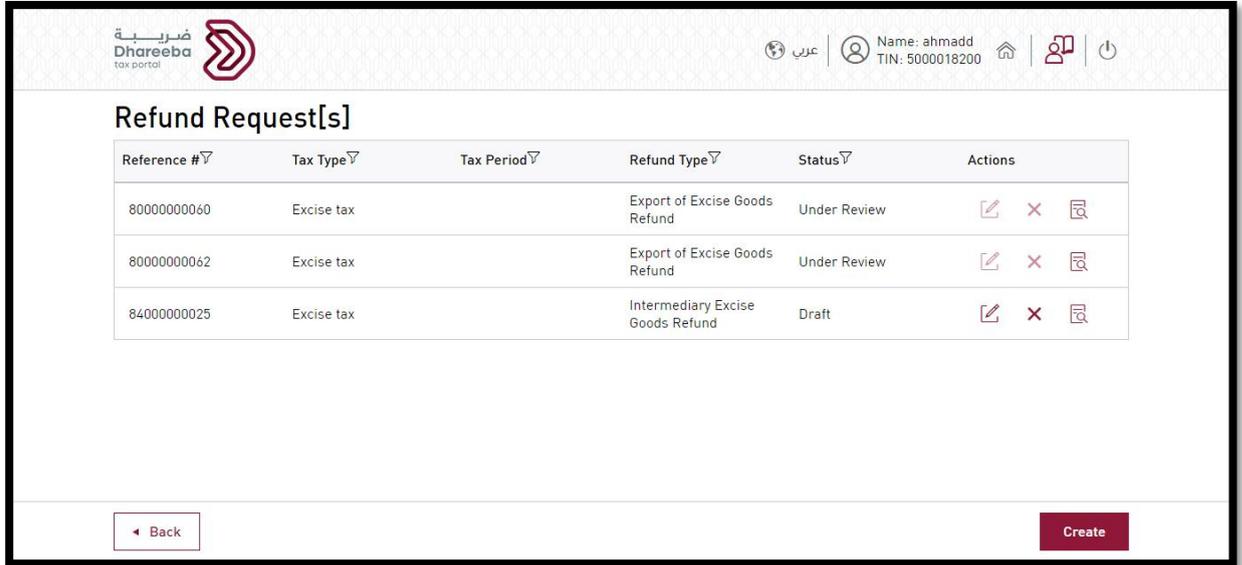
On selecting his TIN, Taxpayer is directed to the Taxpayer dashboard. Taxpayer should select **Payments/Refunds** tab and then select **Refunds** tile.

There are two buttons available **Create** and **View**.





On clicking , Taxpayer will be directed to the view all previous Export Re-Export Refund applications.



Refund Request[s]

Reference #	Tax Type	Tax Period	Refund Type	Status	Actions
80000000060	Excise tax		Export of Excise Goods Refund	Under Review	
80000000062	Excise tax		Export of Excise Goods Refund	Under Review	
84000000025	Excise tax		Intermediary Excise Goods Refund	Draft	

[Back](#) [Create](#)

Taxpayer should click on  button to create a new Refund application.



Step 3: Select Tax Type, Refund Type and Declaration Reference Number

The Taxpayer should Click on “Select Tax Type” dropdown and select “Excise Tax” from the options available.

Based on the above selection, “Refund Type” drop down will be enabled. Taxpayer can click on it and select “Export/Re-Export outside GCC” from the options available.

After selecting the Refund Type, “Declaration Reference Number” drop down should be enabled. Taxpayer should select the Reference Number for which he wants to file for Refund.

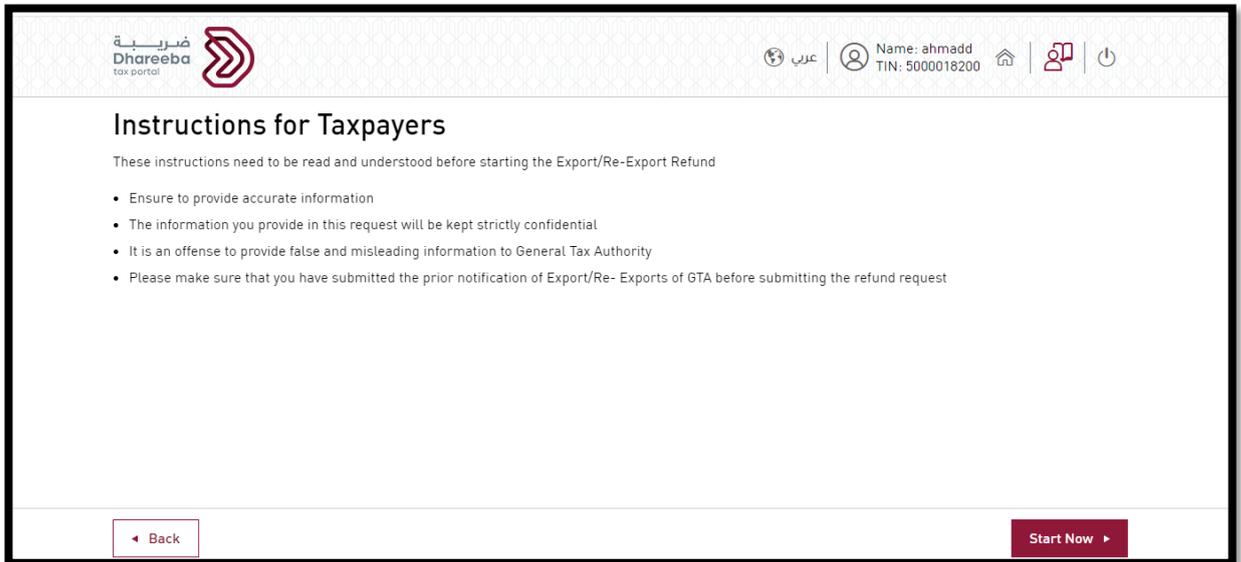
After making all the selections, Taxpayer should click on **Continue** button.

The screenshot displays the 'Request for Refund' interface on the Dhareeba tax portal. The header includes the portal logo and user information: 'Name: Minal', 'TIN: 5000418160', and navigation icons for Arabic language, home, user profile, and power. The main form area contains three dropdown menus: 'Select Tax Type*' (Excise Tax), 'Select Refund Type*' (Export/Re-Export outside GCC), and 'Declaration Reference Number' (08200000581). At the bottom, there are 'Back' and 'Continue' buttons.



Step 4: Instructions Screen

The Taxpayer should read the Instructions and click on  button to proceed.



ضريبة
Dhareeba
tax portal

عربي | Name: ahmadd
TIN: 5000018200

Instructions for Taxpayers

These instructions need to be read and understood before starting the Export/Re-Export Refund

- Ensure to provide accurate information
- The information you provide in this request will be kept strictly confidential
- It is an offense to provide false and misleading information to General Tax Authority
- Please make sure that you have submitted the prior notification of Export/Re-Exports of GTA before submitting the refund request

◀ Back

Start Now ▶

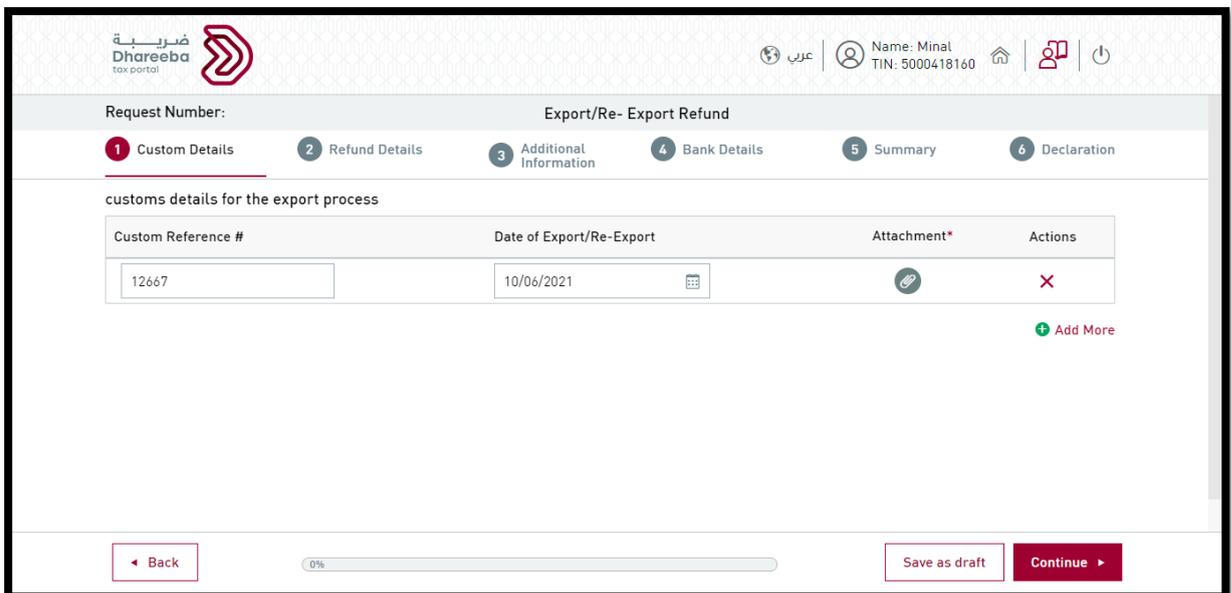


Step 5: Custom Details

On the Custom Details page, the Taxpayer should provide all the information in the fields displayed along with the relevant attachments. Taxpayer can add additional rows by clicking on + Add More button.

Taxpayer can delete the row by clicking on the  button under Actions.

After filling all the fields, click on Continue button, Taxpayer will be navigated to 'Refund Details' page.



Request Number: **Export/Re- Export Refund**

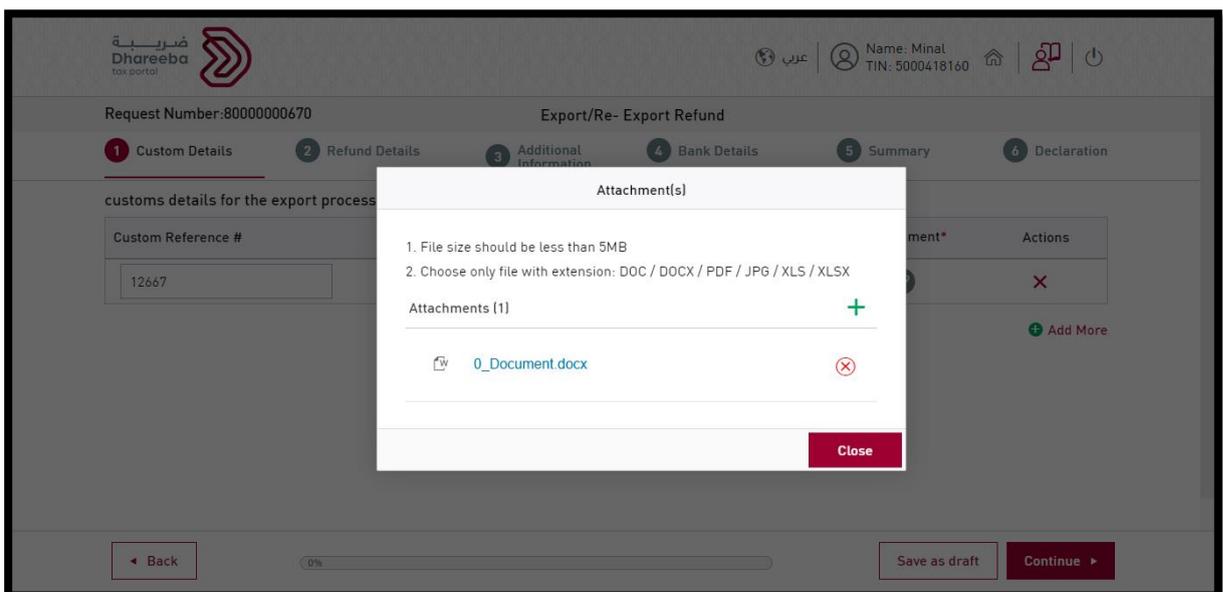
1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

customs details for the export process

Custom Reference #	Date of Export/Re-Export	Attachment*	Actions
12667	10/06/2021		

[+ Add More](#)

[Back](#) 0% [Save as draft](#) [Continue](#)



Request Number: 80000000670 **Export/Re- Export Refund**

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

customs details for the export process

Custom Reference #	Date of Export/Re-Export	Attachment*	Actions
12667			

[+ Add More](#)

Attachment(s)

1. File size should be less than 5MB
2. Choose only file with extension: DOC / DOCX / PDF / JPG / XLS / XLSX

Attachments (1) [+](#)

 0_Document.docx 

[Close](#)

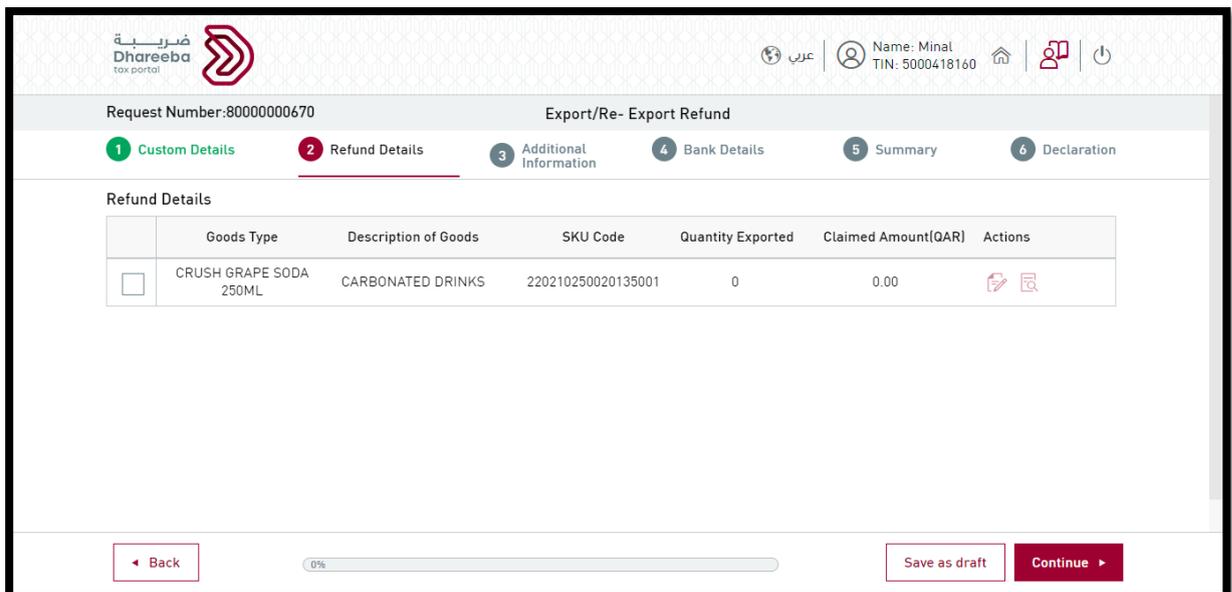
[Back](#) 0% [Save as draft](#) [Continue](#)



Step 6: Refund Details

On the Refund Details page will have various line items relating to Different Good Types, SKU Code etc. On clicking on the checkbox, the buttons for edit and view will get enabled.

Taxpayer should select the Line Item for which he wants to claim a refund and click on **Edit Button** .



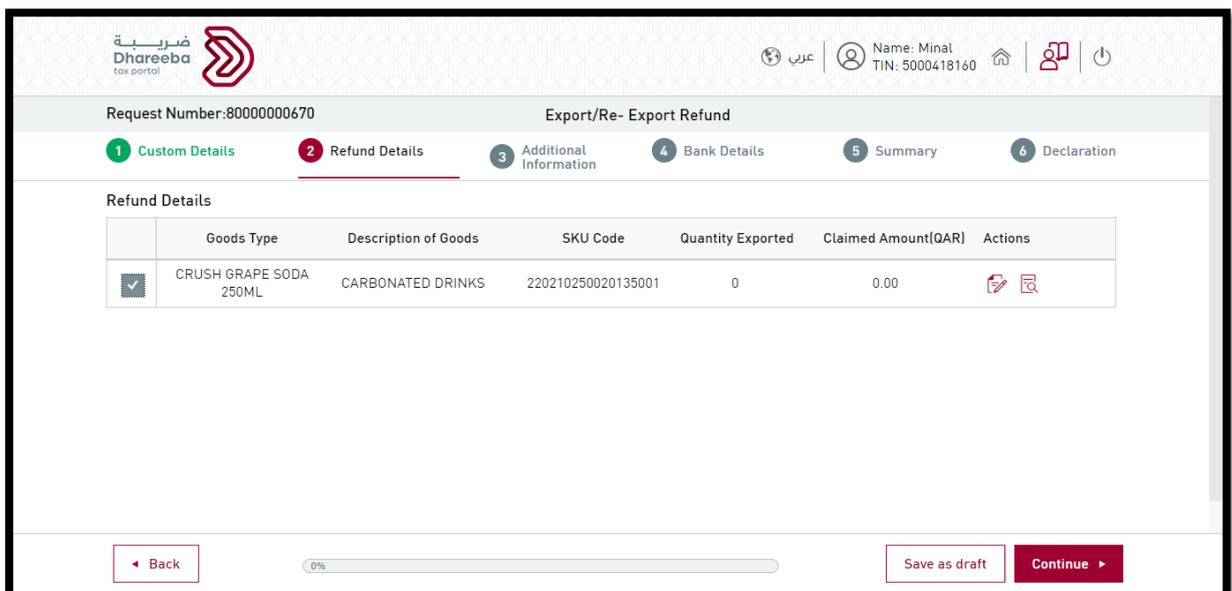
Request Number:80000000670 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Refund Details

	Goods Type	Description of Goods	SKU Code	Quantity Exported	Claimed Amount(QAR)	Actions
<input type="checkbox"/>	CRUSH GRAPE SODA 250ML	CARBONATED DRINKS	220210250020135001	0	0.00	 

◀ Back 0% Save as draft Continue ▶



Request Number:80000000670 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Refund Details

	Goods Type	Description of Goods	SKU Code	Quantity Exported	Claimed Amount(QAR)	Actions
<input checked="" type="checkbox"/>	CRUSH GRAPE SODA 250ML	CARBONATED DRINKS	220210250020135001	0	0.00	 

◀ Back 0% Save as draft Continue ▶



Taxpayer should click on the Add More button to add further details.

Request Number: 80000000670 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Refund Details

Imported (Custom Reference)/ Produced (Return Reference)	Return/Custom Reference #	Date	Quantity as per Declaration	1 Paid Amount(QAR)	Custom Reference # [Export]	Quantity
No data						
Total						

[+ Add More](#)

◀ Back 0% Save

Taxpayer should enter the details:

Request Number: 80000000670 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Refund Details

Imported (Custom Reference)/ Produced (Return Reference)	Return/Custom Reference #	Date	Quantity as per Declaration	1 Paid Amount(QAR)	Custom Reference # [Export]	Quantity
Imported	12667	10/06/2021	50	100,000.00	1223	50
Total						50

[+ Add More](#)

◀ Back 0% Save



ضريبة Dhareeba tax portal

عربي | Name: Minal TIN: 5000418160

Request Number: 80000000670 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Refund Details

Quantity as per Declaration	Paid Amount(QAR)	Custom Reference # [Export]	Quantity Exported	Quantity Eligible for Refund	Claimed Amount	Action
50	100,000.00	1223	50	50	100,000.00	✕
Total			50	50	100000.00	

[Add More](#)

[Back](#) 0% [Save](#)

Taxpayer should now click on **Save Button**.

Taxpayer should click on Continue button to navigate to Additional Information screen:

ضريبة Dhareeba tax portal

عربي | Name: Minal TIN: 5000418160

Request Number: 80000000670 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Refund Details

	Goods Type	Description of Goods	SKU Code	Quantity Exported	Claimed Amount(QAR)	Actions
<input checked="" type="checkbox"/>	CRUSH GRAPE SODA 250ML	CARBONATED DRINKS	220210250020135001	50	100000.00	

[Back](#) 0% [Save as draft](#) [Continue](#)



Step 7: Additional Information

Taxpayer can enter additional notes or attach supporting document on Additional Information page.

The screenshot shows the 'Additional Information' page in the Dhareeba tax portal. The page is titled 'Additional Information' and is part of an 'Export/Re-Export Refund' process. The request number is 80000000670. The user is Minal, with TIN 5000418160. The page has a progress bar at the top with six steps: 1. Custom Details, 2. Refund Details, 3. Additional Information (current step), 4. Bank Details, 5. Summary, and 6. Declaration. Below the title, there is a section for 'Attach any supporting Documents (If Any)' with a document icon. Below that is a large text area for 'Additional Notes'. At the bottom, there are three buttons: 'Back', 'Save as draft', and 'Continue'. A progress indicator shows 17% completion.



Step 8: Bank Details

Taxpayer has the following options available on the Bank Details Page:

- To keep the Refund Amount with General Tax Authority to be used against future liabilities.

Request Number: 8000000121 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Bank Details

Do you want to keep the refund amount with the General Tax Authority, to use it against future tax liabilities?

Yes No

◀ Back 50% Save as draft Continue ▶

- To receive the Refund Amount in the Bank Account.

Taxpayer can either use the previous Bank Account details (if any) or can provide any new Bank Details in which he wants the Refund amount to be deposited.

Request Number: 8000000121 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

Bank Details

Do you want to keep the refund amount with the General Tax Authority, to use it against future tax liabilities?

Yes No

Use your previous Bank Account details

IBAN i
QA35QNBA000000000000033454346

Beneficiary Name in English
Madhur

Beneficiary Name in Arabic
Qa

Bank Name
Madhur

SWIFT/BIC Code
QNBAQAQA

Proof of Bank Account i

◀ Back 50% Save as draft Continue ▶



Taxpayer should mandatorily upload the attachment for the proof of bank account:

After selecting the relevant option and filing the necessary fields, the Taxpayer should click on **Continue button**.

The screenshot displays the 'Bank Details' step of the 'Export/Re-Export Refund' process. A modal window titled 'Proof of Bank Account' is open, showing instructions for file uploads: '1. File size should be less than 5MB' and '2. Choose only file with extension: DOC / DOCX / PDF / JPG / XLS / XLSX'. The modal lists one attachment, 'Document.docx', which is marked as invalid with a red 'X' icon. The background form shows the 'Bank Details' section with fields for 'IBAN' (QA06QNBA000000000033454346543) and 'Bank Name' (Qatar National Bank). The progress bar at the bottom indicates 33% completion.



Step 9: Summary

Taxpayer will be able to see all the details entered and can click on **Edit** in case any information has to be Edited.

Taxpayer should click on **Continue** ▶.

Request Number:80000000121 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

1. Refund Summary [EDIT](#)

Goods Type	Claimed Amount(QAR)
TOBACCO AND ITS DERIVATIVES	100000.00
Total	100000.00

Request Number:80000000121 Export/Re- Export Refund

1 Custom Details 2 Refund Details 3 Additional Information 4 Bank Details 5 Summary 6 Declaration

2. Additional Information [EDIT](#)

Additional Information

Attach any supporting Documents (If Any)

3. Bank Details [EDIT](#)

Do you want to keep the refund amount with the General Tax Authority, to use it against future tax liabilities? No

IBAN	QA35QNBA000000000000033454346	Bank Name	Ma
Beneficiary Name in English	Madhur	SWIFT/BIC Code	QNBAQAQA
Beneficiary Name in Arabic	Ma	Proof of Bank Account	

◀ Back 67% Save as draft Continue ▶



Step 10: 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.

When clicked on the hyperlink for Terms and Conditions, the information box as shown in the below screen opens. Taxpayer should click on 'I Agree' button.



Taxpayer should tick the checkbox for 'I declare that the information provided in this form is true and correct':

ضريبة
Dhareeba
tax portal

عربي |
 Name: Minal
TIN: 5000418160

🏠
👤
🔌

1 Custom Details
2 Refund Details
3 Additional Information
4 Bank Details
5 Summary
6 Declaration

Declaration

First Name	Last Name	Designation	Date
<input type="text" value="Reema"/>	<input type="text" value="Dook"/>	<input type="text" value="Taxpayer"/>	<input type="text" value="12/07/2021"/>
Email Address		Phone Number	
<input type="text" value="reemad@gmail.com"/>		+ <input type="text" value="974"/> <input type="text" value="55646913"/>	

I agree with the [Terms and Conditions](#)

I declare that the information provided in this form is true and correct

← Back

67%

Save as draft

Submit



Step 11: Acknowledgement

After submission, an acknowledgement will be displayed. Taxpayer can click on **Close** to close the application.

The screenshot displays the Dhareeba tax portal interface. At the top left, the Dhareeba logo and 'ضريبة Dhareeba tax portal' are visible. On the top right, there are navigation icons for Arabic, user profile (Name: Minal, TIN: 5000418160), home, and power. The main content area features a large green checkmark icon at the top center. Below it, the text reads: 'Refund Request for Export/Re-Export Complete'. Underneath, it states 'Your Request Reference Number is 80000000670 Submitted on : 12/07/2021'. Further down, it provides instructions: 'Kindly use the Request reference number to track your Request's status when contacting us. This confirms our receipt of your Request and it is not a notice of approval or rejection. The General Tax Authority reserves the right to request any additional documents, clarifications, or information.' Contact information follows: 'For any inquiry or assistance, please contact us on: Within Qatar: 16565 Outside Qatar: +974 4406 9941'. At the bottom, it says 'Write to us at support@dhareeba.qa or to learn more, visit Dhareeba.gov.qa'. A red 'Close' button with a white 'X' icon is located at the bottom center of the notification box.



3

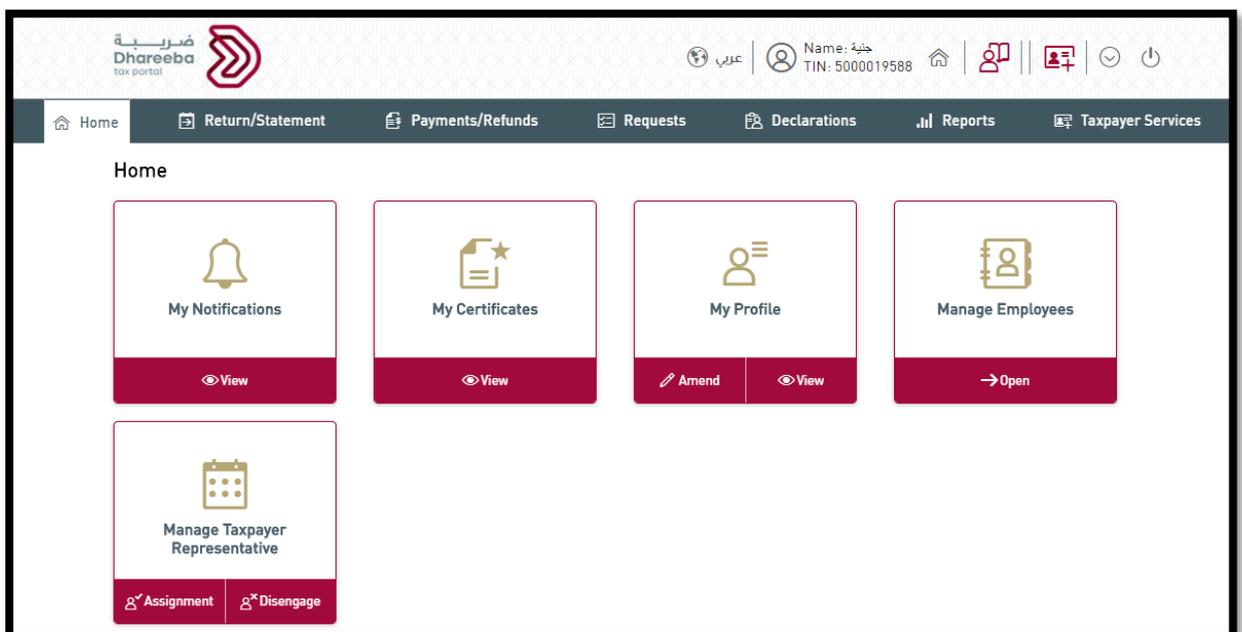
Annexure – Correspondence received by Taxpayer



3 Annexure – Correspondence received by Taxpayer

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

A Taxpayer should log in to Taxpayer Portal and select 'My Notifications' tab from the Home screen to view the notifications.





Taxpayer can login and check status of Refund for Excisable Goods - Export/Re-export application.

Reference #	Tax Type	Tax Period	Refund Type	Status	Actions
			Refund		
080000000074	Excise tax		Export of Excise Goods Refund	Under Review	
080000000080	Excise tax		Export of Excise Goods Refund	Under Review	
080000000082	Excise tax		Export of Excise Goods Refund	Approved	
084000000029	Excise tax		Intermediary Excise Goods Refund	Under Review	
084000000034	Excise tax		Intermediary Excise Goods Refund	Draft	

◀ Back Create

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

- Taxpayer will receive SMS, Email and PDF on Submission
- Taxpayer will receive SMS, Email and PDF for Additional Information required
- Taxpayer will receive SMS, Email and PDF for Additional Information received by GTA
- Taxpayer will receive SMS, Email and PDF after Approval
- Taxpayer will receive SMS, Email and PDF for Rejection

- End of Document -