



Excise Goods Exemption Request User Manual

Dhareeba Tax Portal

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1

Purpose of this document



1 Purpose of this document

The Objective of this document is to explain how to apply for Excise Goods Exemption Request.

The Taxpayer must be registered either for Excise Tax or working with a Public medical Institution/Private Medical Institution.

This document also covers the correspondences which are sent by GTA.



2

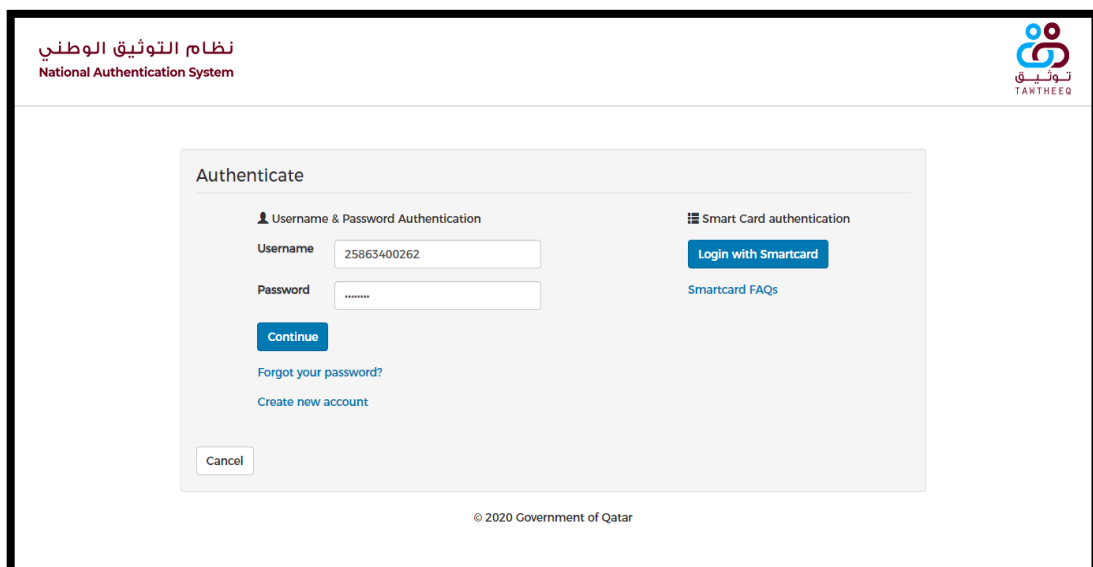
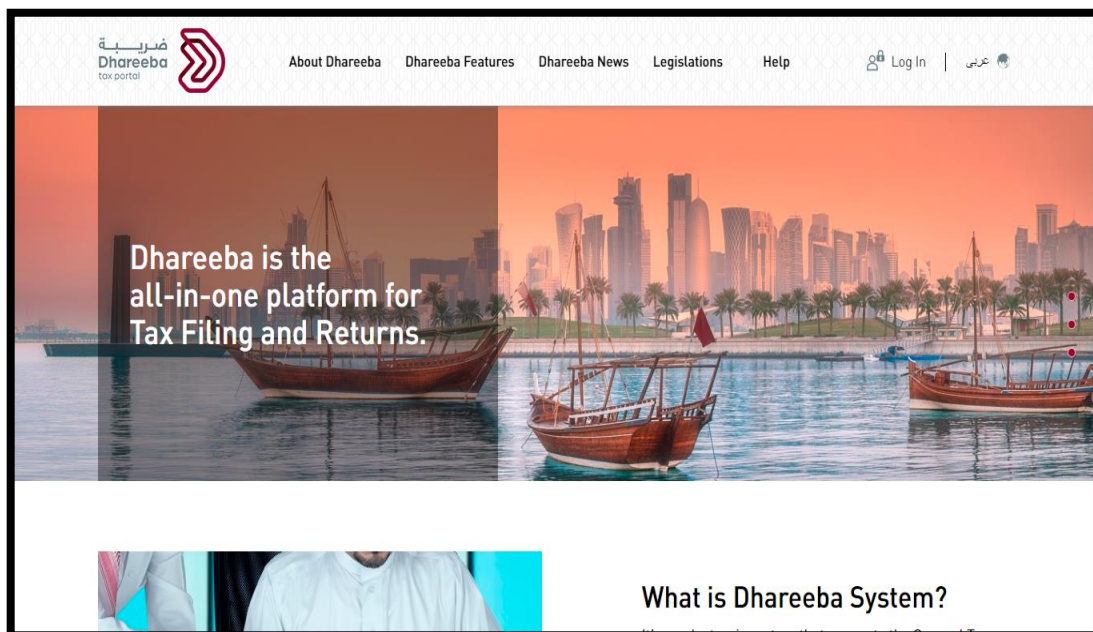
Steps to file an Excise Goods' Exemption Request



2 Steps to file an Excise Goods' Exemption Request

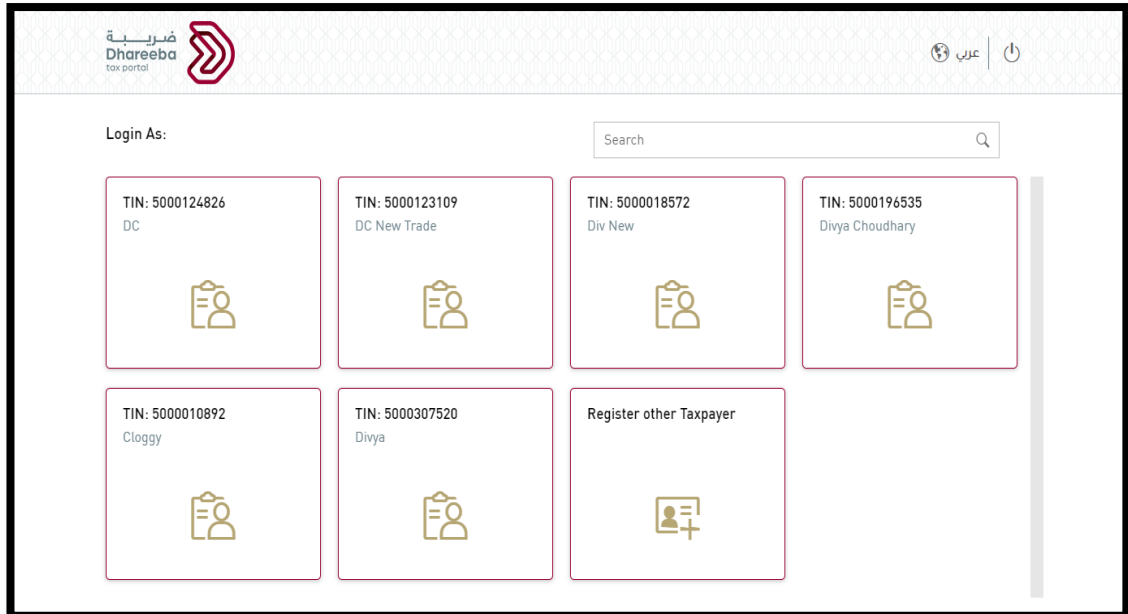
Step 1: Login Screen

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:



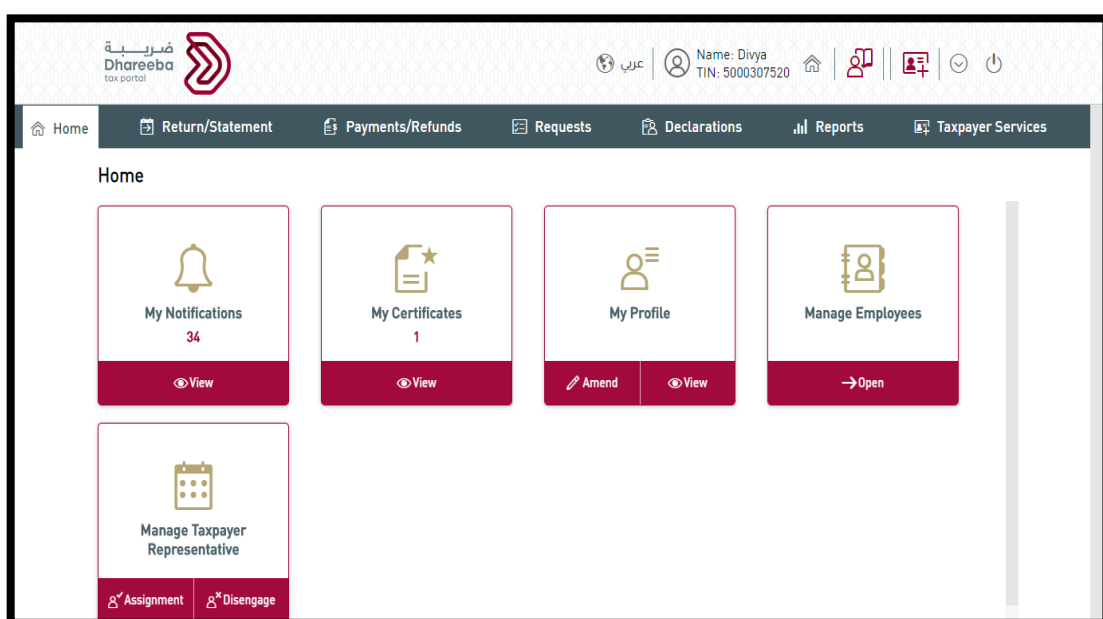


After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the **TIN** for which the 'Excise Goods Exemption Request' application must be submitted.



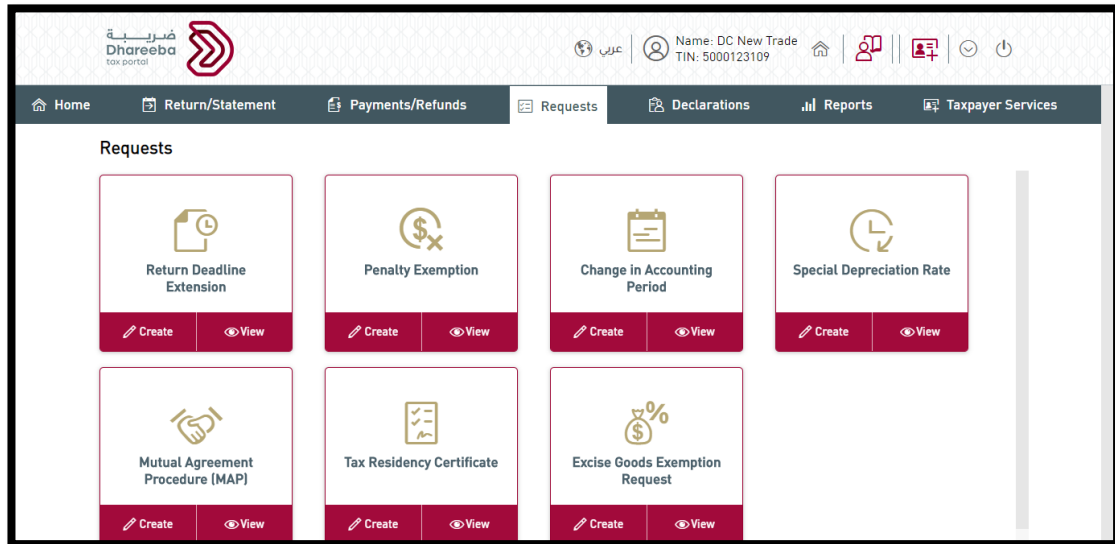
Step 2: Dashboard

After successful login, the Taxpayer will be navigated to the below screen.





Step 3: Taxpayer should click on 'Requests' tab. "Excise Goods Exemption Request" Tile will be visible under Requests.



Create and View options will be available on tile.


If Taxpayer clicks on View button, the list of all existing Excise Goods Exemption Request applications would be displayed.


Taxpayer can filter the details based on 'Reference #', 'Date of Submission' and 'Status'.

Reference # ▾	Date of Submission ▾	Status ▾	Status Date	Actions
089000000047	12/10/2020	APPROVED	13/10/2020	
089000000050	13/10/2020	UNDER REVIEW	13/10/2020	
089000000051	14/10/2020	UNDER REVIEW	14/10/2020	
089000000052	14/10/2020	REJECTED	15/10/2020	
089000000053	15/10/2020	APPROVED	15/10/2020	
089000000055	18/10/2020	REJECTED	18/10/2020	
089000000059	21/10/2020	UNDER REVIEW	22/10/2020	

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



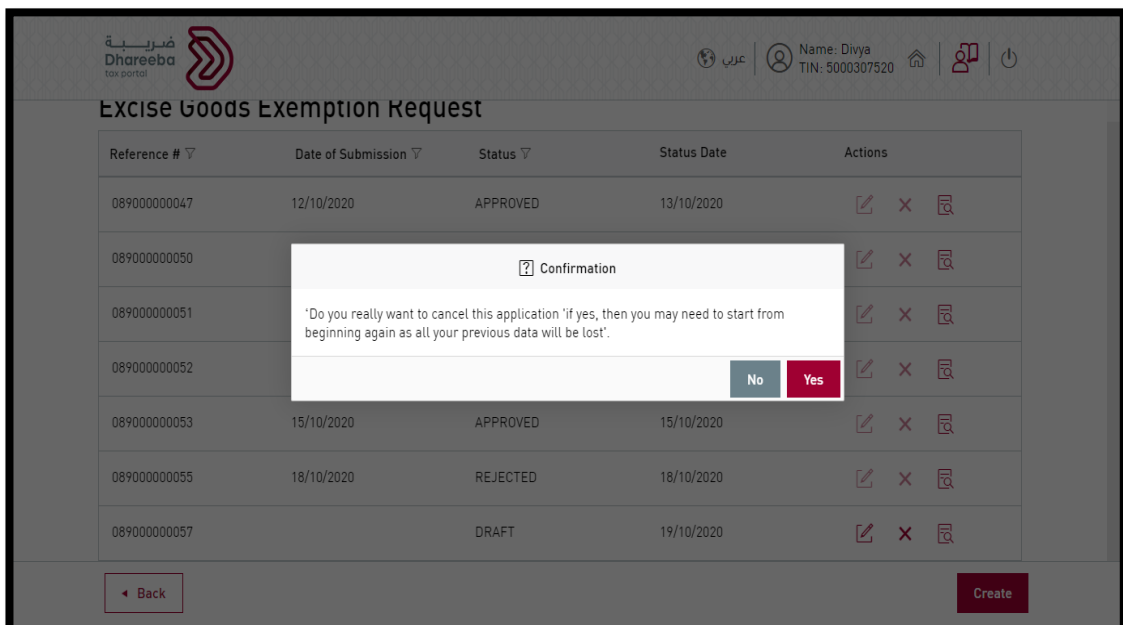
Edit button : If an existing application status is DRAFT or Additional Information, Taxpayer should be able to edit the form by clicking on EDIT icon.

Cancel Button : If an existing application status is DRAFT, Taxpayer should be able to Cancel the form by clicking on Cancel icon.






















Clicking on this icon should give a warning message to the Taxpayer **“Do you really want to cancel this application ‘If yes, then you may need to start from beginning again as all your previous data will be lost.”** Taxpayer to select No/Yes.

If the Taxpayer clicks on **Yes**, this will cancel the Application and refresh the page and the Cancelled Application would not be visible on screen.

If Taxpayer clicks on **No**, then the warning will be closed and no action to be taken, the Taxpayer remains on the same page.




The screenshot displays the Dharaeaba tax portal interface. At the top, the header includes the Dharaeaba logo, the text "ضريبة Dharaeaba tax portal", and user information: "Name: Divya", "TIN: 5000307520", and a language selector set to "عربي". The main section is titled "Excise Goods Exemption Request" and contains a table with the following columns: Reference #, Date of Submission, Status, Status Date, and Actions.

Reference #	Date of Submission	Status	Status Date	Actions
089000000047	12/10/2020	APPROVED	13/10/2020	  
089000000050				  
089000000051				  
089000000052				  
089000000053	15/10/2020	APPROVED	15/10/2020	  
089000000055	18/10/2020	REJECTED	18/10/2020	  
089000000057		DRAFT	19/10/2020	  

A confirmation dialog box is overlaid on the table, titled "Confirmation" with a question mark icon. The message reads: "Do you really want to cancel this application 'if yes, then you may need to start from beginning again as all your previous data will be lost'." Below the message are two buttons: "No" and "Yes".

At the bottom of the page, there are two buttons: "Back" and "Create".



View Button : Taxpayer can check any application in view mode by clicking on View button.

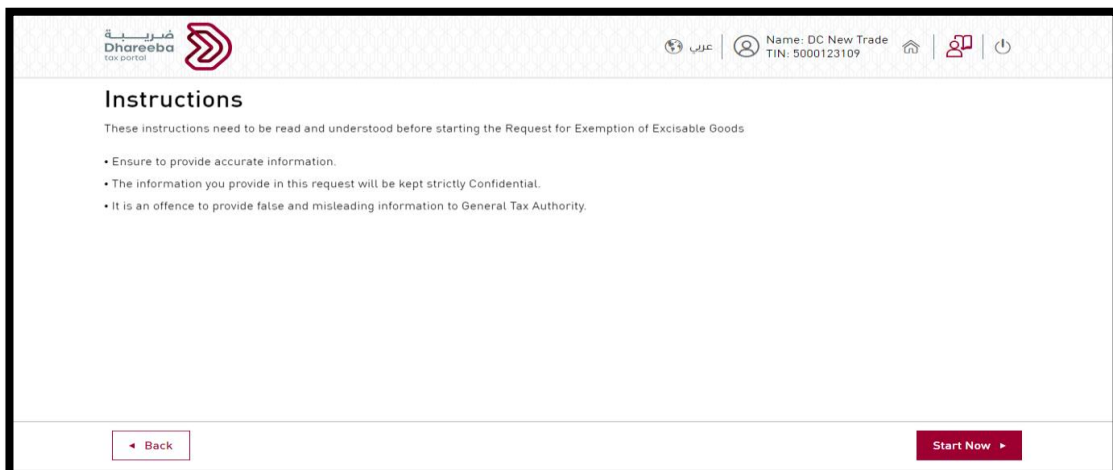
Taxpayer should click on **Create** Button for applying Excise Goods Exemption Request application, this will open the Instructions Screens.

Taxpayer can click on Back button and after clicking on Back button, Screen will navigate to the Home Page.

Step 4: Instructions Screen

The Taxpayer will be navigated to “Instructions” screen where Taxpayer has to read all the instructions before clicking on **“Start Now”** button.

Taxpayer can click on Back button and after clicking on Back button, Screen will navigate to the Home Page.



Dhreeba
tax portal

عربي | Name: DC New Trade
TIN: 5000123109

Instructions

These instructions need to be read and understood before starting the Request for Exemption of Excisable Goods

- Ensure to provide accurate information.
- The information you provide in this request will be kept strictly Confidential.
- It is an offence to provide false and misleading information to General Tax Authority.

◀ Back Start Now ▶



Step 5: Goods Details

The Taxpayer needs to provide the details of the exempted goods. Taxpayer needs to click on the **'Add Goods'** button to add Excise Goods exempted details.

Request Number: EXCISE GOODS EXEMPTION REQUEST

1 Goods Details 2 Additional Information 3 Summary 4 Declaration

Goods Type	HS Code	Brand	Description	SKU Code	Reason for Request	Action
No data						

+ Add Goods

Back 25% Save as draft Continue

Once the Taxpayer clicks on “+ Add Goods”, Taxpayer will be navigated to the below screen where the Taxpayer should select **Declare by** either “Goods Type” or “SKU Code”.

Request Number: EXCISE GOODS EXEMPTION REQUEST

1 Goods Details 2 Additional Information 3 Summary 4 Declaration

Declare by* ☒ Goods Type ☐ SKU Code

Goods Type*

HS Code*

Brand*

Description*

SKU Code*

Reason for Request*

Back Save



In case the Taxpayer selects **Declare by 'Goods Type'**, Taxpayer can **Search by 'Goods Type'**, the Goods Type drop down and Reason for Request drop down will be available.

Once Taxpayer selects **Goods Type** from the Drop-down list, accordingly **HS Code** field drop down values will be available.

Brand field will become enable when Taxpayer selected HS Code from the drop-down list.

Description field will become enable when Taxpayer selected Brand from the drop-down list.

Taxpayer selects Description from the drop-down list and accordingly **SKU Code** would be Auto populated on screen.



Thereafter Taxpayer should select **Reason of Request** from the drop-down list.

Request Number: EXCISE GOODS EXEMPTION REQUEST

1 Goods Details 2 Additional Information 3 Summary 4 Declaration

Declare by* ☒ Goods Type ☐ SKU Code

Goods Type* CARBONATED DRINKS

HS Code* 22021029

Brand* FROSTY MOUNTAIN

Description* FROSTY MOUNTAIN KIWI STRA...

SKU Code* 210690920020004002

Reason for Request* Medical Use

Back Save

In case the Taxpayer selects **Declare by 'SKU Code'**, in this case Goods Type, HS Code, Brand, Description fields will be non-editable and SKU Code, Reason for Request will be editable.

Taxpayer selects **SKU Code** and **Reason for Request** from the drop-down list.

Request Number: EXCISE GOODS EXEMPTION REQUEST

1 Goods Details 2 Additional Information 3 Summary 4 Declaration

Declare by* ☐ Goods Type ☒ SKU Code

Goods Type* CARBONATED DRINKS

HS Code* 22021021

Brand* FENTIMANS

Description* FENTIMANS ROSE LEMONADE -...


SKU Code* 220210210020024007


Reason for Request* Medical Use

Back Save



Edit Button : Taxpayer should be able to edit the form by clicking on EDIT icon.

Cancel Button : Taxpayer should be able to Cancel the form by clicking on Cancel icon.

View Button : Taxpayer can check any application in view mode by clicking on View button.

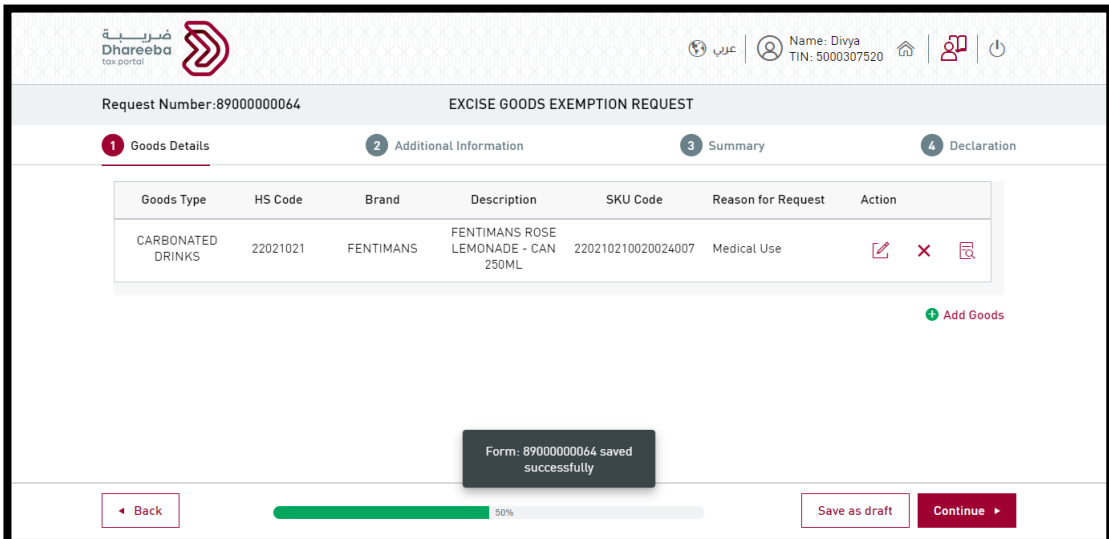
Taxpayer can add multiple details by clicking on **'+ Add Goods'** button.




Back Button – on clicking Back button, system will navigate to the previous screen.

Save as Draft Button – Application would be saved, and Reference Number will be generating on clicking 'Save as Draft' button.

Continue – System will navigate to the Next screen.

After filling the information, Taxpayer should click on the **'Save as draft'** button, Form is saved successfully as shown below, then click on continue button.



Goods Type	HS Code	Brand	Description	SKU Code	Reason for Request	Action
CARBONATED DRINKS	22021021	FENTIMANS	FENTIMANS ROSE LEMONADE - CAN 250ML	220210210020024007	Medical Use	  

+ Add Goods

Form: 89000000064 saved successfully

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



Step 6: Additional Information

The Taxpayer will be navigated to 'Additional Information' screen where the Taxpayer can fill Additional Notes and attach any document(s). The Taxpayer should then click “Continue” button.

The screenshot shows the 'Additional Information' screen in the Dhareeba tax portal. The header includes the Dhareeba logo, the text 'ضريبة Dhareeba tax portal', and user information: 'Name: Divya', 'TIN: 5000307520'. The main title is 'Request Number: 890000000064' and 'EXCISE GOODS EXEMPTION REQUEST'. A progress bar at the top indicates four steps: 1. Goods Details, 2. Additional Information (current step), 3. Summary, and 4. Declaration. The 'Additional Information' section contains a heading, a link to 'Attached any supporting documents (if any)', and a text area for 'Additional Notes'. At the bottom, there is a 'Back' button, a progress indicator showing 50% completion, a 'Save as draft' button, and a 'Continue' button.



Step 7: Summary

In 'Summary' section, Taxpayer can view Summarized information of the form. The Taxpayer should verify the details and can select **Edit** button to go back to the earlier information and make changes wherever required.

Dhareeba
tax portal

عربي

Name: Divya
TIN: 5000307520

Request Number:89000000064

EXCISE GOODS EXEMPTION REQUEST

1 Goods Details

2 Additional Information

3 Summary

4 Declaration

1.Goods Details

Edit

Goods Type	HS Code	Brand	Description	SKU Code	Reason for Request
CARBONATED DRINKS	22021021	FENTIMANS	FENTIMANS ROSE LEMONADE - CAN 250ML	220210210020024007	Medical Use

2.Additional Information

Edit

Attached any supporting documents (if any)

Additional Notes

Back

75%

Save as draft

Continue



Step 8: Summary

After clicking on "Continue" button, the Taxpayer will be navigated to "Declaration" screen where the details in all the fields will be pre-populated from National Authentication Section Sign-up.

Request Number: 89000000064 EXCISE GOODS EXEMPTION REQUEST

1 Goods Details 2 Additional Information 3 Summary 4 Declaration

Declaration

First Name: Reema Last Name: Dook Designation: Taxpayer Date: 22/10/2020

Email Address: reemad@gmail.com Phone Number: +974 55646913

☐ I agree with the [Terms and Condition](#)

☐ I declare that the information provided in this form is complete and true.

◀ Back 98% Save as draft Submit

Taxpayer should click on the 'Terms and Condition' hyperlink and Clicks on 'I Agree' button.

Request Number: 89000000064 EXCISE GOODS EXEMPTION REQUEST

1 Goods Details 2 Additional Information 3 Summary 4 Declaration

Declaration

First Name: Reema Last Name: Dook Designation: Taxpayer Date: 22/10/2020

Email Address: reemad@gmail.com Phone Number: +974 55646913

☐ I agree with the [Terms and Condition](#)

☐ I declare that the information provided in this form is complete and true.

◀ Back 98% Save as draft Submit

Terms and Conditions

- We hereby confirm that the information contained in this request is true, accurate and complete.
- We declare that we will provide the GTA with further information upon request, if required.
- We confirm that we are aware of the liability connected with provision of untrue incorrect or incomplete information.
- We confirm that the accounting systems, accounting records and supporting documents used for the submission of this request are held and will be kept for 5 years from the end of the year to which they belong and will be during this period readable, reviewed and available whenever requested by the General Tax Authority.

Cancel I Agree



Taxpayer should tick the **declaration checkbox**. 'Submit' button will be displayed. Taxpayer should click on the '**Submit**' button.

The screenshot shows the 'EXCISE GOODS EXEMPTION REQUEST' form in the Dhareeba tax portal. The form is titled 'Declaration' and is the fourth step in a four-step process (Goods Details, Additional Information, Summary, Declaration). The form contains the following fields and options:

- Request Number:** 89000000064
- First Name:** Reema
- Last Name:** Dook
- Designation:** Taxpayer (dropdown menu)
- Date:** 22/10/2020
- Email Address:** reemad@gmail.com
- Phone Number:** + 974 55646913
- ☒ I agree with the Terms and Condition
- ☒ I declare that the information provided in this form is complete and true.

At the bottom of the form, there is a progress bar showing 98% completion. Below the progress bar, there are three buttons: 'Back', 'Save as draft', and 'Submit'.

Step 9: Acknowledgement

After clicking on "Submit" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed.

After submission of Excise Goods Exemption Request form, GTA will review the same and can approve or request for additional information from the Taxpayer.

Taxpayer can amend details and then can submit the application back to GTA for approval.



ضريبة
Dhareeba
tax portal

عربي

Name: Divya
TIN: 5000307520

Excise Goods Exemption Request complete

Your request reference number is
89000000064 submitted on : 22/10/2020

Kindly use your reference number to track your request's status in the system and when contacting us.
This Notification confirms that we have received and your request, however this is not an approval nor a rejection of your request.
Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your request.

For any inquiry or assistance, please contact us on:

Within Qatar: 16565
Outside Qatar: +974 4406 9941

Write to us at Tax.support@gta.gov.qa or to learn more, visit Dhareeba.gov.qa

Close



3

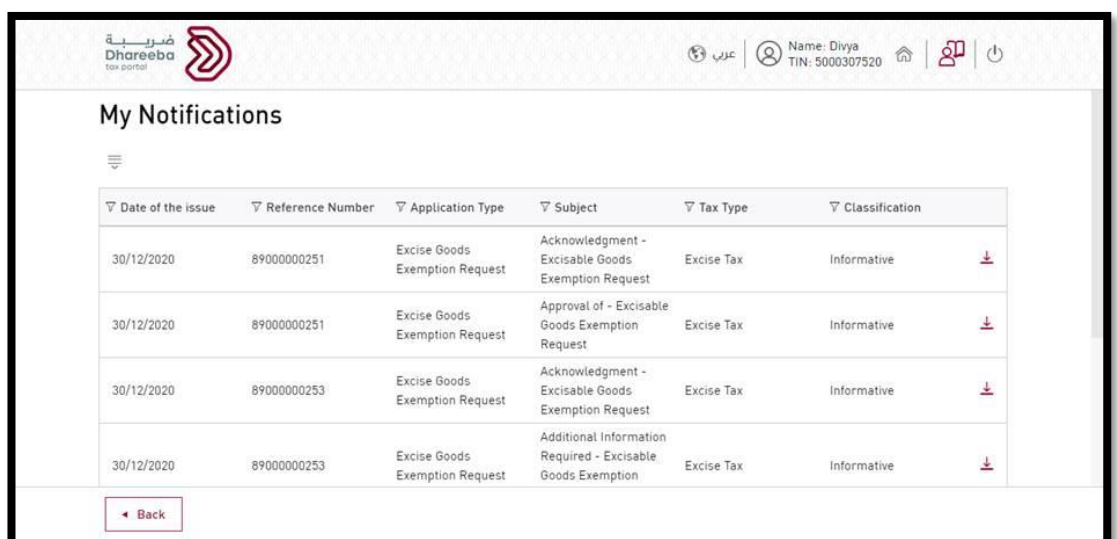
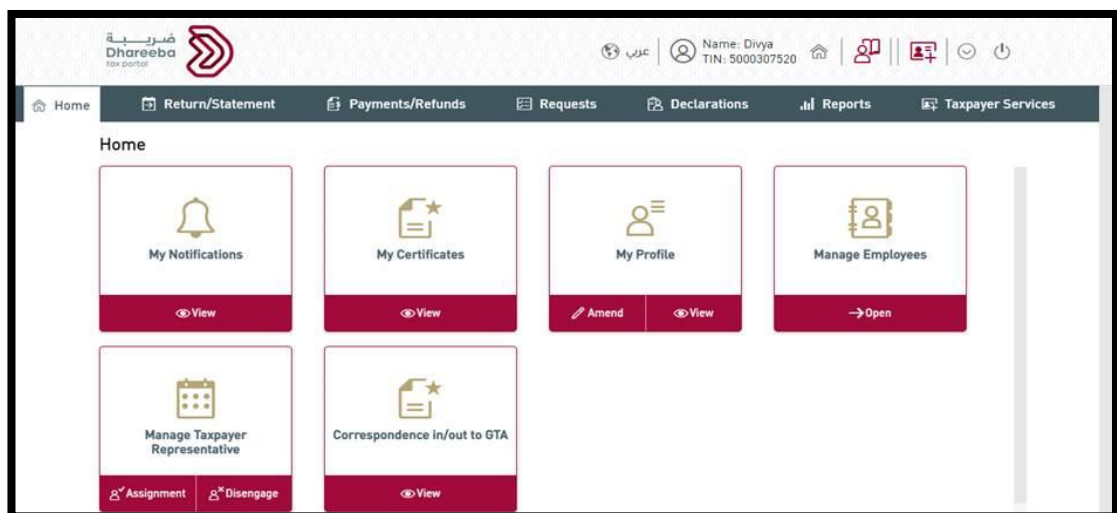
Annexure – Correspondence received by Taxpayer



3 Annexure – Correspondence received by Taxpayer.

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

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





3.2 SMS on Mobile Number and Email Notifications on Email ID

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

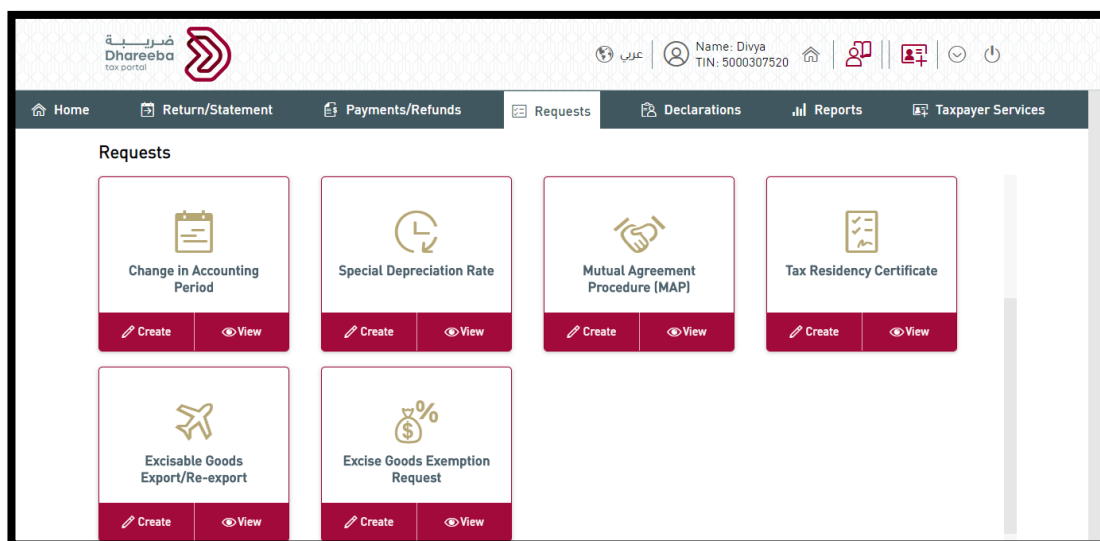
Taxpayer will receive an SMS, Email and PDF on Submission.

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

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

3.3 Check the Status of Excise Goods Exemption Request form

Taxpayer needs to click on the **View** button of 'Excise Goods Exemption Request' tile.





Application Status can be viewed.

Excise Goods Exemption Request				
Reference # ▾	Date of Submission ▾	Status ▾	Status Date	Actions
089000000047	12/10/2020	APPROVED	13/10/2020	✎ ✕ 📄
089000000050	13/10/2020	UNDER REVIEW	13/10/2020	✎ ✕ 📄
089000000051	14/10/2020	UNDER REVIEW	14/10/2020	✎ ✕ 📄
089000000052	14/10/2020	REJECTED	15/10/2020	✎ ✕ 📄
089000000053	15/10/2020	APPROVED	15/10/2020	✎ ✕ 📄
089000000055	18/10/2020	REJECTED	18/10/2020	✎ ✕ 📄
089000000059	21/10/2020	UNDER REVIEW	22/10/2020	✎ ✕ 📄
089000000060	21/10/2020	UNDER REVIEW	21/10/2020	✎ ✕ 📄
089000000062	21/10/2020	UNDER REVIEW	22/10/2020	✎ ✕ 📄
089000000064	22/10/2020	APPROVED	22/10/2020	✎ ✕ 📄

◀ Back

Create

- End of Document -