



الهيئة العامة للضرائب  
GENERAL TAX AUTHORITY



# Installment Plan Request User Manual

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## Dhareeba Tax Portal

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# 1

## Purpose of this Document

## 1 Purpose of this Document

The purpose of this document is to explain how to raise the request and make the payment for Installment Plan by the Taxpayer in the system.

GTA has provided a facility to the Taxpayers to defer their payments by requesting the Installment Plan.

Within one request the Taxpayer can request either the installments for Excise Tax or Income Tax for any one currency either USD or QAR at a time.

Every installment plan is subject to the GTA's approval.

To raise the request for Installment Plan for any Tax Type -

1. Taxpayer must be registered for that Tax Type for which he wants to raise the request.
2. Taxpayer must have filed all his previous pending due returns for that Tax Type.

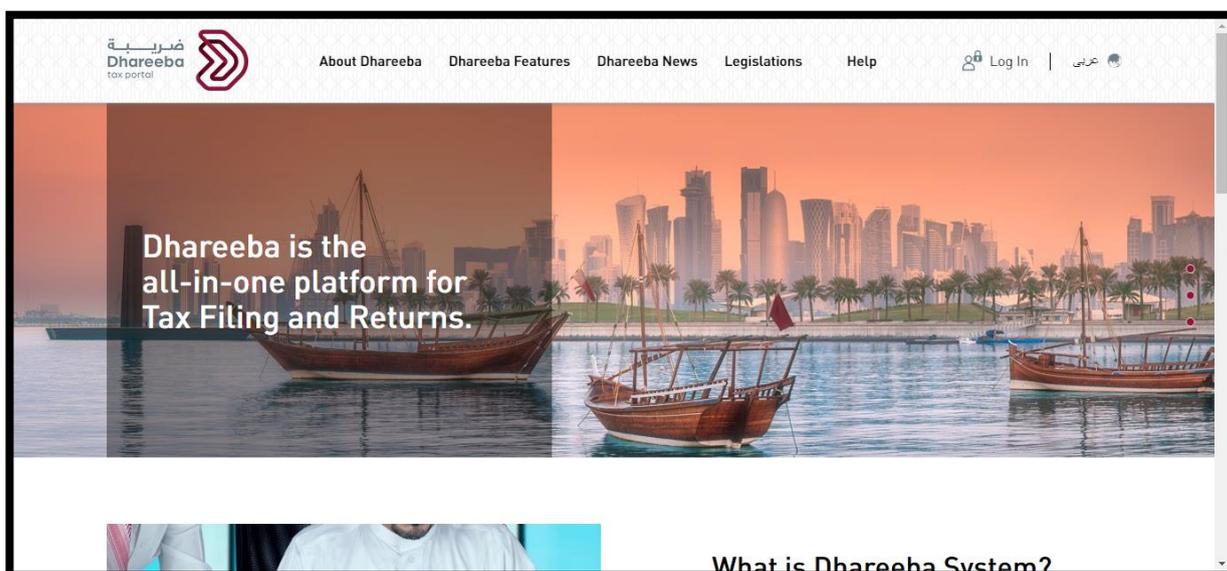
# 2

## Steps for Installment Plan Request Process

## 2 Steps for Installment Plan Request Process

### Step 1: Login Screen

Taxpayer needs to access the Dhareeba portal where he needs to click on “Log In” button.



After clicking on "Log In" button, Taxpayer will be redirected to GTA NAS Portal.

On GTA NAS Portal, log-in page will be landing where Taxpayer needs to click on "Continue" button after providing the login credentials in the form of EID or QID.

نظام التوثيق الوطني  
National Authentication System

توثيق  
TAWTHEEQ

Authenticate

Username & Password Authentication

Smart Card authentication

Username: sparshtyagi2010@gmail.com

Password: .....

Continue

Forgot your password?

Create new account

Cancel

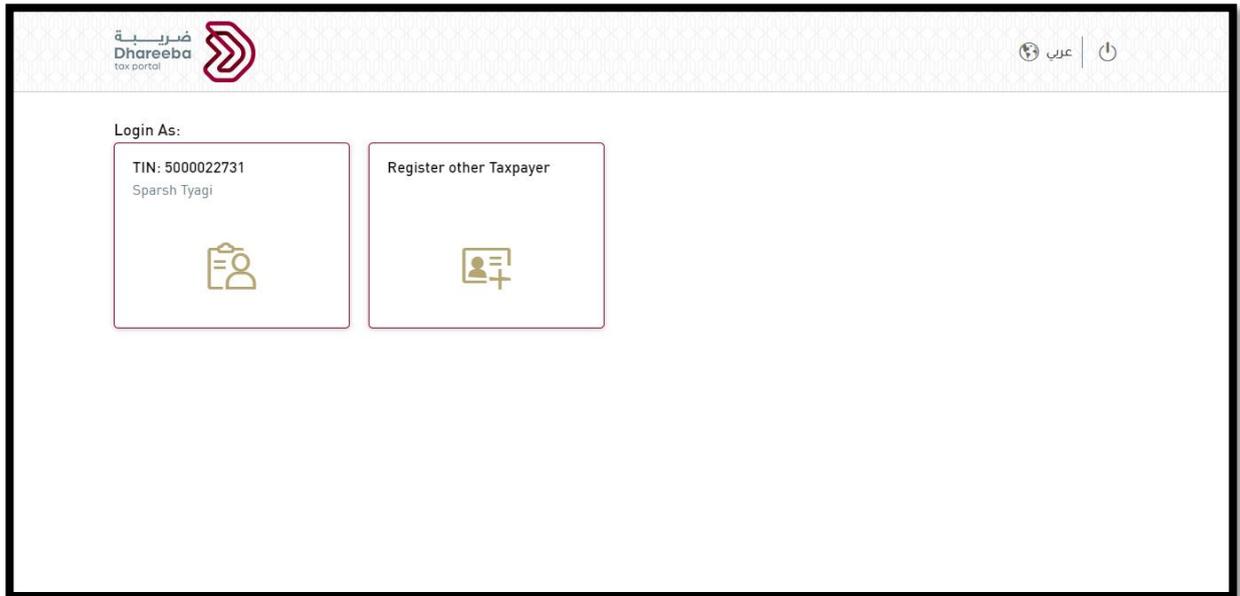
Login with Smartcard

Smartcard FAQs

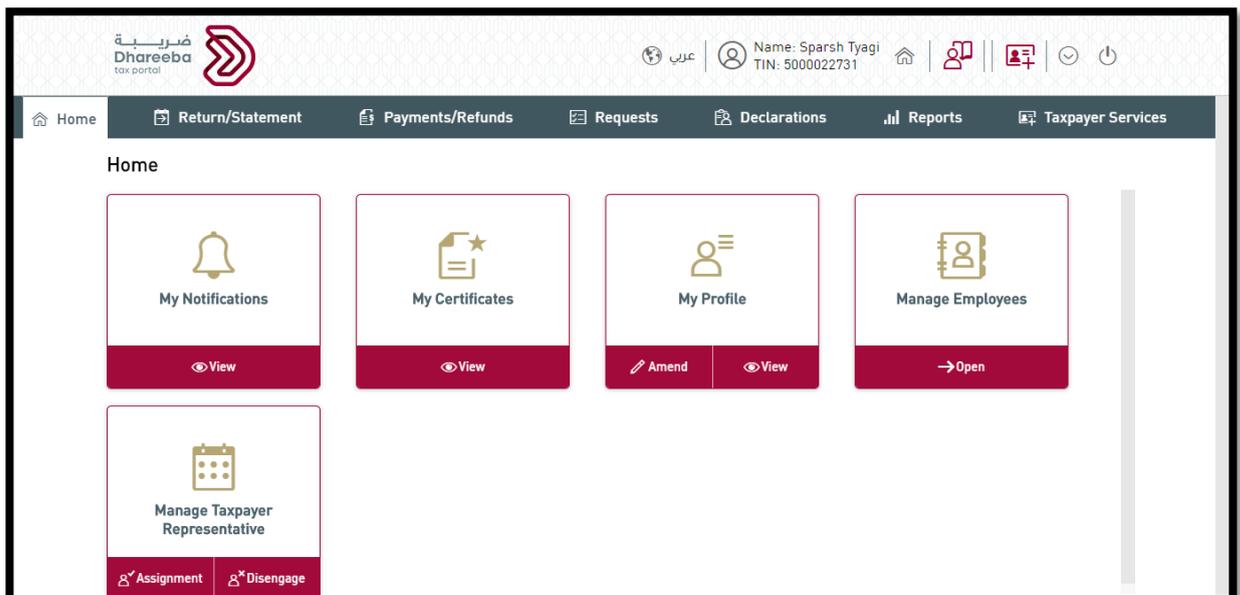
© 2020 Government of Qatar

## Step 2: Dashboard

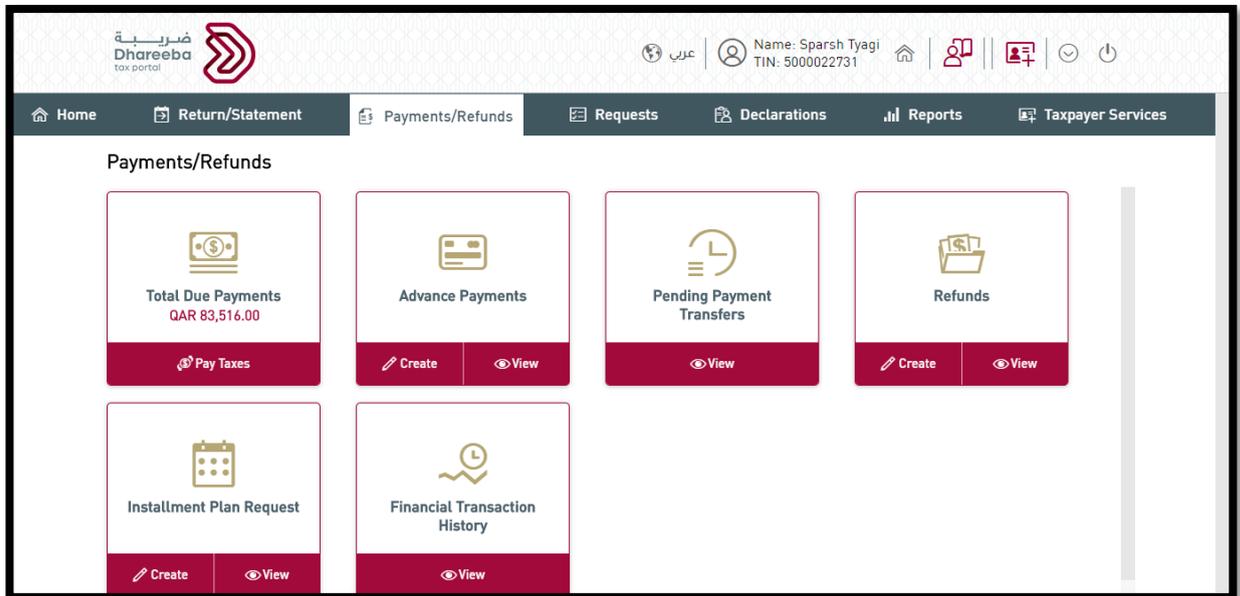
After clicking on "Continue" button, Taxpayer will be redirected to Taxpayer Portal where he needs to select the TIN tile.



After selecting the TIN tile, Taxpayer will be navigated to "Home" screen where he needs to click on "Payments/Refunds" tab.



After clicking on “Payments/Refunds” tab, Taxpayer needs to click on “Create” button on “Installment Plan Request” tile.



## Step 3: Instructions for Taxpayers

After clicking on "Create" button on "Installment Plan Request" tile, Taxpayer will be navigated to "Instructions for Taxpayers" screen where he needs to read all the instructions before clicking on "Start Now" button.

The screenshot shows the 'Instructions for Taxpayers' screen within the Dhareeba tax portal. The header includes the Dhareeba logo and the user's name 'Sparsh Tyagi' with TIN '5000022731'. The main content area contains a heading 'Instructions for Taxpayers' followed by a sub-heading 'These Instructions need to be read and understood before starting the Installment Request.' Below this, there is a list of four instructions:

- Please 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.
- A request for Installment Plan can be submitted for one tax type only.
- Please ensure all your due returns are submitted.

At the bottom of the screen, there are two buttons: 'Back' on the left and 'Start Now' on the right.

## Step 4: Select Liability

After clicking on “Continue” button, Taxpayer will be navigated to “Select Liability” screen where he needs to select his Tax Type from the drop-down list of “Select the Tax Type”.

After selecting the Tax Type from the drop-down list, Taxpayer needs to select the checkbox for the period for which he wants to raise the request and then needs to click on “Continue” button.

Request Number:710000000450

INSTALLMENT PLAN REQUEST

1 Select Liability 2 Select Reasons 3 Payment Proposal 4 Additional Information 5 Summary 6 Declaration

Select The Tax Type\* Excise Tax

Search Reference Number Go

Reference #	Tax Type	Description	Due Date	Original Liability	Outstanding Liability	Currency
> <input checked="" type="checkbox"/> 100000015589	ET	Taxpayer New Registration		10,000.00	10,000.00	QAR

◀ Back 0% Save as draft Continue ▶

## Step 5: Select Reasons

After clicking on “Continue” button, Taxpayer will be navigated to “Select Reasons” screen where he needs to select his “Reason for Installment Plan Request” from the drop-down list of “Financial Difficulty” and “Others”.

After selecting the reason for installment plan request, Taxpayer needs to describe the reason in detail and needs to attach the mandatory attachment for “Last 12 months Bank statement”.

The screenshot shows the 'Select Reasons' screen in the Dhareeba tax portal. At the top, the Dhareeba logo and 'tax portal' text are on the left, and user information (Name: Sparsh Tyagi, TIN: 5000022731) and navigation icons are on the right. Below the header, the request number '71000000450' and the title 'INSTALLMENT PLAN REQUEST' are displayed. A progress bar at the top indicates the current step: 1. Select Liability, 2. Select Reasons (active), 3. Payment Proposal, 4. Additional Information, 5. Summary, and 6. Declaration. The main content area is titled 'Select Reasons' and contains a form with the following elements: a dropdown menu for 'Reason for Installment Plan Request\*' with 'Financial Difficulty' selected; a text area for 'Describe the reason in detail' containing 'Financial Crisis due to Covid-19'; and two attachment fields: 'Last 12 months Bank statement\*' and 'Any other supporting documents', both with paperclip icons. At the bottom, there is a 'Back' button, a progress indicator showing 33% completion, and 'Save as draft' and 'Continue' buttons.

Last 12 months Bank statement.

Request Number: 71000000450

INSTALLMENT PLAN REQUEST

1 Select Liability 2 Select Reasons 3 Payment Proposal 4 Additional Information 5 Summary 6 Declaration

### Select Reasons

Reason for Installment Plan Request

Financial Difficulty

Describe the reason in detail

Financial Crisis due to Covid-19

Last 12 months Bank statement\*

Any other supporting documents

1. File size should be less than 5MB

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

Attachments (1)

Last 12 months Bank statement.xls

Close

Back 33% Save as draft Continue

## Step 6: Payment Proposal

After clicking on “Continue” button, Taxpayer will be navigated to “Payment Proposal” screen where he needs to select the “Payment Frequency” and “No. of Installments” from the drop-down list as per his requirements.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Sparsh Tyagi  
TIN: 5000022731

Request Number: 710000000450      **INSTALLMENT PLAN REQUEST**

1 Select Liability
2 Select Reasons
3 Payment Proposal
4 Additional Information
5 Summary
6 Declaration

Currency	Total Amount	Down Payment	Net Amount	Payment Frequency*	No. of Installments*	Periodic Installment Amount
QAR	10000.00	100.00	9900.00	Monthly	3	3300.00

Description	Tax Amount	Penalty Amount	Amount to be Paid
Downpayment	0.00	100.00	100.00
Installment 1	0.00	3,300.00	3,300.00
Installment 2	0.00	3,300.00	3,300.00
Installment 3	0.00	3,300.00	3,300.00
<b>Total</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>

◀ Back

50%

Save as draft    Continue ▶

## Step 7: Additional Information

After clicking on “Continue” button, Taxpayer will be navigated to “Additional Information” screen where he can provide additional notes and attach documents only if he requires, else he can click on "Continue" button.

The screenshot shows the 'Additional Information' step of an 'INSTALLMENT PLAN REQUEST' process. The header includes the Dhareeba logo, user name 'Sparsh Tyagi', and TIN '5000022731'. A progress bar at the top shows six steps: 1. Select Liability, 2. Select Reasons, 3. Payment Proposal, 4. Additional Information (current step), 5. Summary, and 6. Declaration. The main content area has a heading 'Additional Information' and a sub-heading 'Attach any supporting documents (if any)' with a document icon. Below this is a text area labeled 'Additional Notes'. At the bottom, there is a 'Back' button, a progress indicator showing 67% completion, a 'Save as draft' button, and a 'Continue' button.

## Step 8: Summary

After clicking on “Continue” button, Taxpayer will be navigated to “Summary” screen.

In case if Taxpayer wants to make any changes on any screen then he needs to click on “Edit” icon which will take the Taxpayer back to the respective screen.

After reviewing all the details on “Summary” screen, Taxpayer needs to click on “Continue” button.

Request Number: 710000000450

INSTALLMENT PLAN REQUEST

1 Select Liability 2 Select Reasons 3 Payment Proposal 4 Additional Information 5 Summary 6 Declaration

1. Selected Liability [Edit](#)

Reference #	Tax Type	Description	Due Date	Original Liability	Outstanding Liability	Currency
> <input checked="" type="checkbox"/> 100000015589	ET	Taxpayer New Registration		10,000.00	10,000.00	QAR

2. Select Reasons [Edit](#)

Reason for Installment Plan Request: Financial Difficulty

Describe the reason in detail: Financial Crisis due to Covid-19

◀ Back 100% Save as draft Continue ▶



ضريبة  
Dhareeba  
tax portal

عربي |  Name: Sparsh Tyagi  
TIN: 5000022731

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Last 12 months Bank statement 

Any other supporting documents 

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### 3. Payment Proposal [Edit](#)

Currency	Total Amount	Down Payment <span style="color: blue;">?</span>	Net Amount	Payment Frequency	No. of Installments	Periodic Installment Amount
QAR	10000.00	100.00	9900.00	Monthly	3	3300.00

Description	Tax Amount	Penalty Amount	Amount to be Paid
Downpayment	0.00	100.00	100.00
Installment 1	0.00	3,300.00	3,300.00
Installment 2	0.00	3,300.00	3,300.00

[◀ Back](#)

83%

[Save as draft](#) [Continue ▶](#)

Installment 3	0.00	3,300.00	3,300.00
<b>Total</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>

### 4. Additional Information [Edit](#)

Additional Notes

Attach any supporting documents (if any) 

[◀ Back](#)

83%

[Save as draft](#) [Continue ▶](#)

## Step 9: Declaration

After clicking on “Continue” button, Taxpayer will be navigated to “Declaration” screen.

On Declaration Screen, Taxpayer first needs to read all the Terms and Conditions by clicking on "Terms and Conditions" hyper-link and then needs to click on "I Agree" button to enable the first checkbox and then needs to select the last checkbox to submit his request for Installment Plan.

### Terms and Conditions

Request Number: 71000000450      INSTALLMENT PLAN REQUEST

1 Select Liability   2 Select Reasons   3 Payment Proposal   4 Additional Information   5 Summary   6 Declaration

### Declaration

First Name:

Email Address:

I agree with the terms and conditions

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

Terms and Conditions

- Failure to commit to the approved Installment Plan, leads to an automatic cancellation and you will be liable to penalties
- Ensure to submit all your due returns

Cancel   I Agree

◀ Back   100%   Save as draft

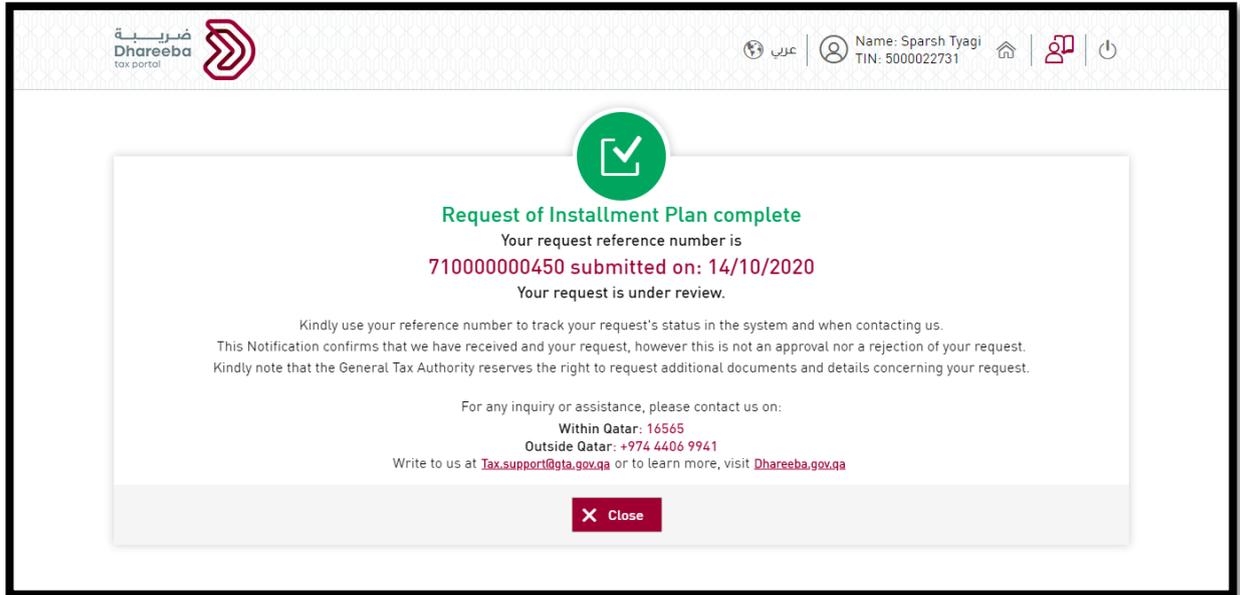
Taxpayer needs to select the last checkbox to enable the "Submit" button.  
Taxpayer needs to click on "Submit" button to submit the request for "Installment Plan".

The screenshot shows the 'INSTALLMENT PLAN REQUEST' form in the 'Declaration' step. The form includes the following fields and options:

- Request Number:** 710000000450
- Progress:** 1 Select Liability, 2 Select Reasons, 3 Payment Proposal, 4 Additional Information, 5 Summary, 6 Declaration (current step).
- Declaration Section:**
  - First Name:** محمد
  - Last Name:** محمد
  - Designation:** Taxpayer
  - Date:** 01/10/2020
  - Email Address:** sparshtyagi2010@gmail.com
  - Phone Number:** + 974 55646913
- Agreements:**
  - I agree with the [Terms and Conditions](#)
  - I declare that the information provided in this form is true and correct.
- Navigation:** Back, Save as draft, Submit
- Progress Bar:** 100%

## Step 10: Acknowledgement

After clicking on “Submit” button, Taxpayer will be navigated to Acknowledgement screen where he can view the request reference number in under review status.



After the request submitted by Taxpayer, the request will now further go to GTA Tax Officers for approval in case if Tax Officers requires additional information then Taxpayer needs to re-submit the application for additional information.



# 3

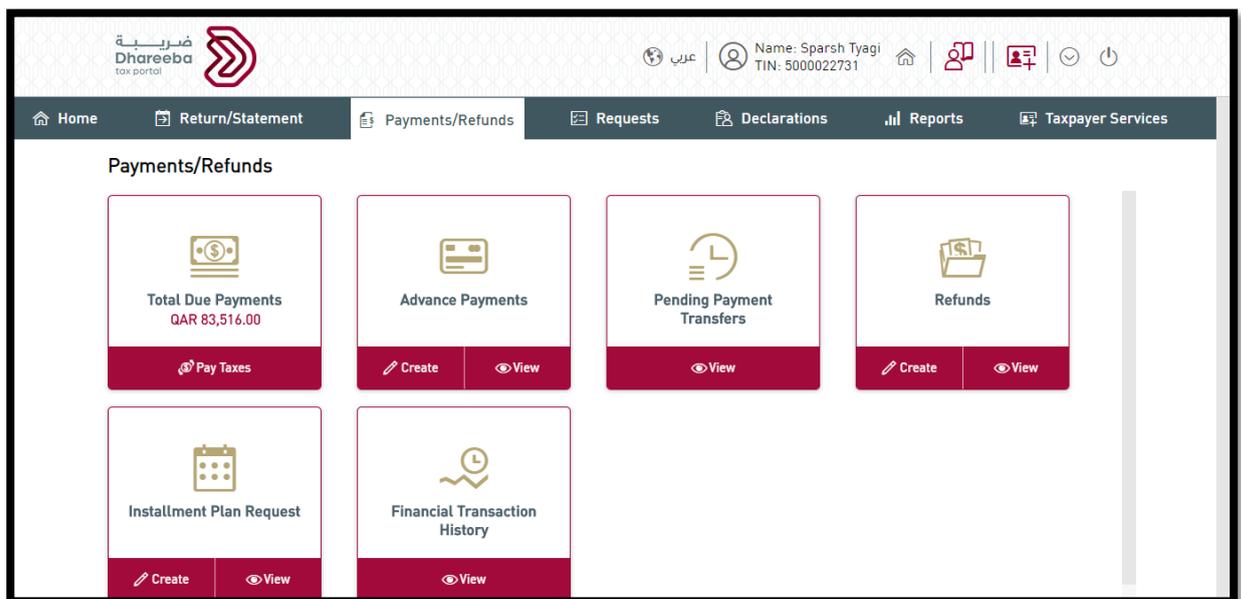
## Steps for Installment Plan Down-Payment Process

### 3 Steps for Installment Plan Down-Payment Process

Once the request for installment plan is approved by GTA, Taxpayer needs to make the payment for Down-Payment.

#### Step 1: Payments/Refunds

To make the payment for Down-Payment Taxpayer needs to click on “Pay Taxes” button under “Payments/Refunds” tab.



After clicking on “Pay Taxes” button, Taxpayer will be navigated to Payments screen where first he needs to select the checkbox of reference number for which he wants to make the payment for Down-Payment and then needs to click on “Continue to Payment” button.

Reference #	Tax	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability	Amount to be Paid	Curr	Payment Status
<input checked="" type="checkbox"/> > 710000000450	ET	Installment Plan Request		100.00	100.00	100.00	QAR	

After clicking on “Continue to Payment” button, “Payment Summary” screen will appear where Taxpayer needs to click on “Pay” button.

**Payment Summary** [X]

> ET 100.00 QAR

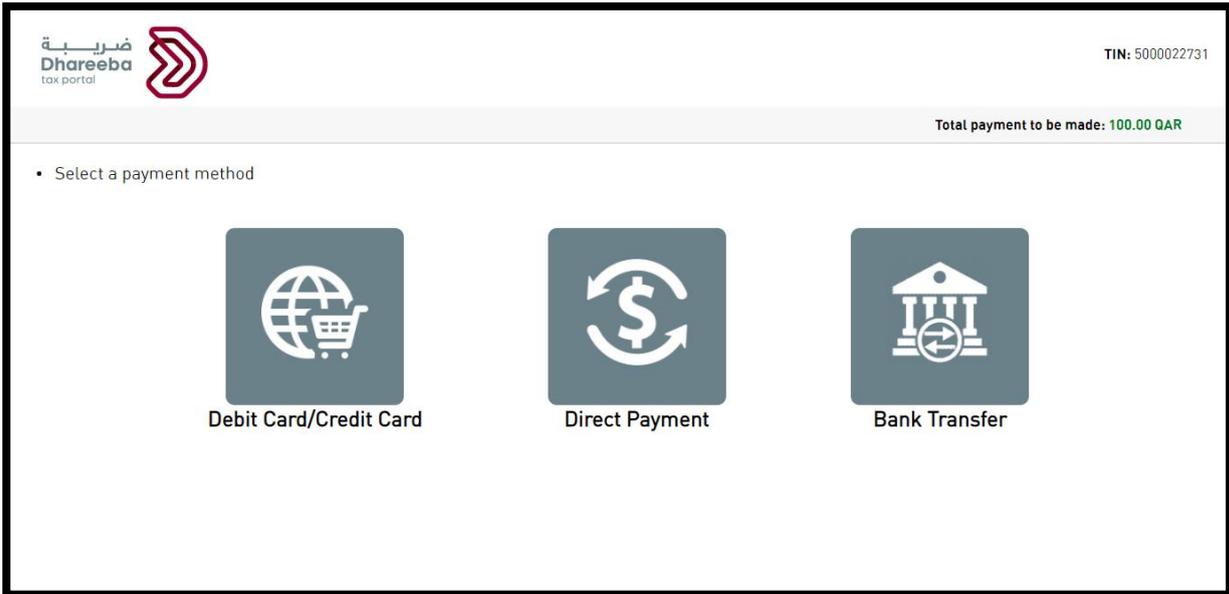
Total Amount to be paid (QAR)

100.00

**Pay** ▶

## Step 2: Payment Method

After clicking on “Pay” button, Taxpayer will be navigated to Payment Gateway screen where he needs to select the mode of payment from the options available.



ضريبة  
Dhareeba  
tax portal

TIN: 5000022731

Total payment to be made: 100.00 QAR

- Select a payment method

Debit Card/Credit Card

Direct Payment

Bank Transfer

After selecting the mode of payment, Taxpayer first needs to select the Card Type from the options available and then needs to click on “Confirm” button.

ضريبة  
Dhareeba  
tax portal

TIN: 5000022731

Total payment to be made: 100.00 QAR

Home → Debit Card/Credit Card

Payment details

Select a card type

Credit card  Debit card

Total amount: 100.00QAR

Confirm

After clicking on “Confirm” button, Taxpayer will be navigated to Payment Card details screen where he needs to click on “Continue” button after providing the necessary card details.

QPay

Payment Unique Number: 201014163757000001

Description: GENERAL TAX AUTHORITY

Amount  
QAR 100.00

Enter your payment card details

Card Number 4215 3755 0088 3243

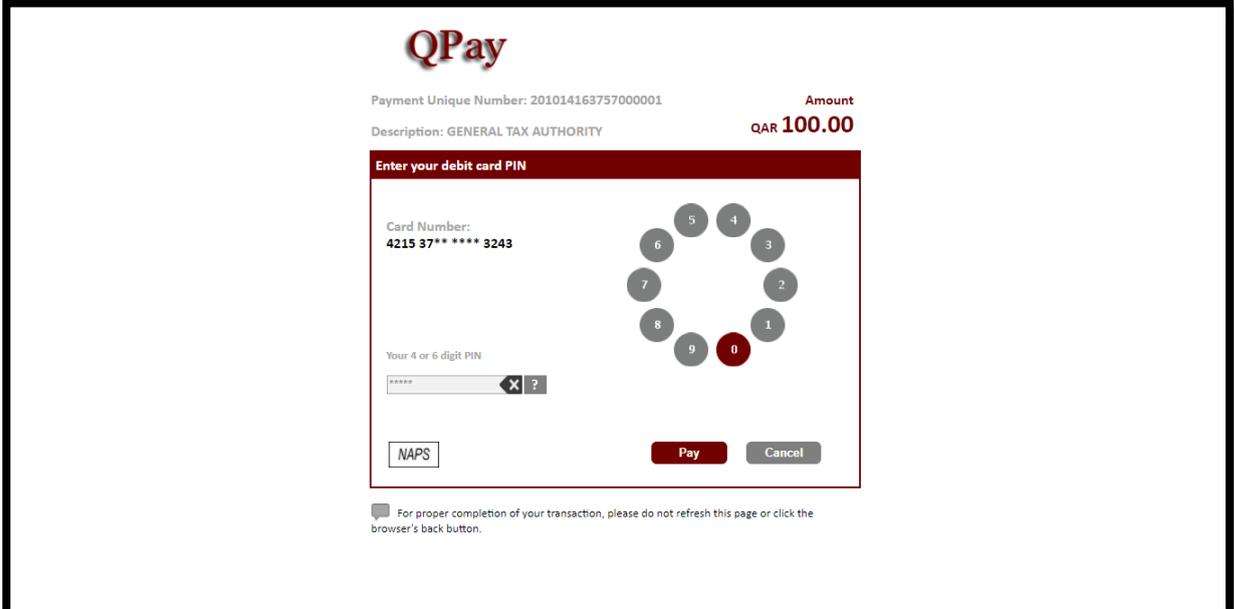
Card Expiry Date 02 2024

By clicking the "Continue" button, you hereby acknowledge accepting the [Terms and Conditions](#) of payment.

NAPS Continue Cancel

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

After clicking on “Continue” button, Taxpayer will be navigated to Card PIN screen where he needs to click on “Pay” button after entering the card number PIN using dialer.



**QPay**

Payment Unique Number: 201014163757000001 Amount  
Description: GENERAL TAX AUTHORITY QAR 100.00

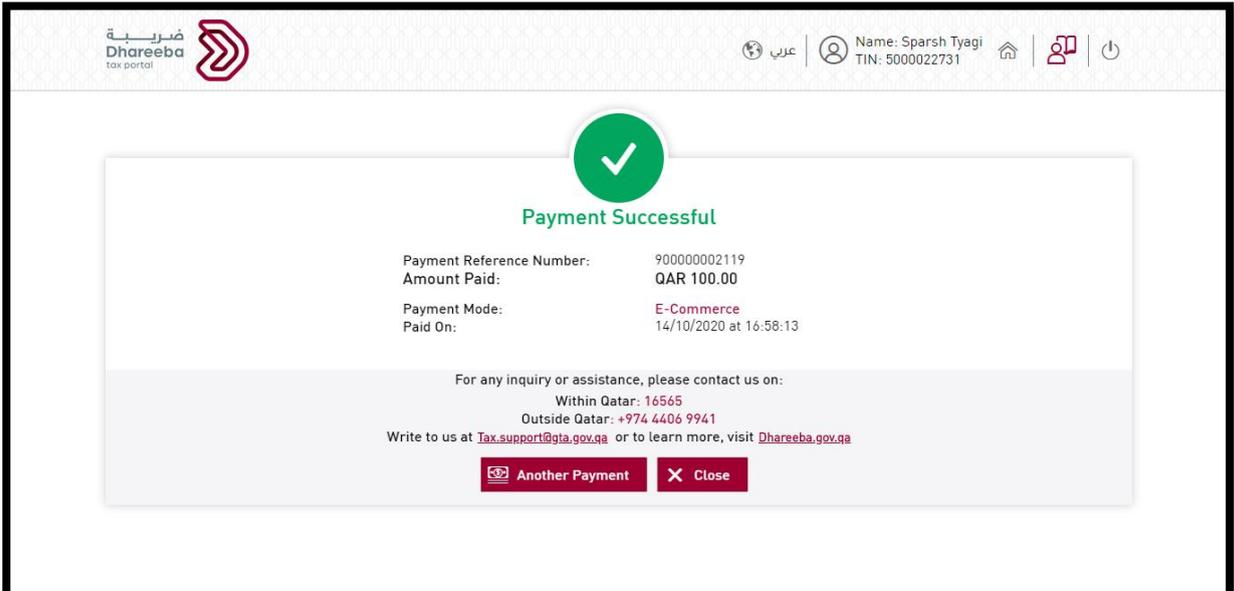
**Enter your debit card PIN**

Card Number:  
4215 37\*\* \*\*\*\* 3243

Your 4 or 6 digit PIN  
\*\*\*\*\*

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

After clicking on “Pay” button, Taxpayer will be navigated to “Payment Successful” screen.



ضريبة  
Dhareeba  
tax portal

عربي | Name: Sparsh Tyagi  
TIN: 5000022731

**Payment Successful**

Payment Reference Number: 900000002119  
Amount Paid: QAR 100.00  
Payment Mode: E-Commerce  
Paid On: 14/10/2020 at 16:58:13

For any inquiry or assistance, please contact us on:  
Within Qatar: 16565  
Outside Qatar: +974 4406 9941  
Write to us at [Tax.support@qta.gov.qa](mailto:Tax.support@qta.gov.qa) or to learn more, visit [Dhareeba.gov.qa](http://Dhareeba.gov.qa)



# 4

## Steps for Installment Plan Payment Process

## 4 Steps for Installment Plan Payment Process

After the successful payment of Down-Payment, Taxpayer will now be able to view all the installments under Payments screen.

### Step 1: Payments/Refunds

To make the payment for Installments Taxpayer needs to click on “Pay Taxes” button under “Payments/Refunds” tab.

The screenshot displays the Dhareeba tax portal interface. At the top, there is a navigation bar with the following tabs: Home, Return/Statement, Payments/Refunds (selected), Requests, Declarations, Reports, and Taxpayer Services. The user's profile information is visible in the top right corner, including the name 'Sparsh Tyagi' and TIN '5000022731'. The main content area is titled 'Payments/Refunds' and contains several interactive cards:

- Total Due Payments:** Shows a balance of QAR 83,516.00 with a 'Pay Taxes' button.
- Advance Payments:** Includes 'Create' and 'View' buttons.
- Pending Payment Transfers:** Includes a 'View' button.
- Refunds:** Includes 'Create' and 'View' buttons.
- Installment Plan Request:** Includes 'Create' and 'View' buttons.
- Financial Transaction History:** Includes a 'View' button.

After clicking on “Pay Taxes” button, Taxpayer will be navigated to Payments screen where first he needs to select the checkbox of reference number for which he wants to make the payment for Installment(s) and then needs to click on “Continue to Payment” button.

After entering the amount of installment(s) in “Amount to be Paid” for which he wants to make the payment before due date, Taxpayer needs to click on “Continue to Payment” screen.

ضريبة  
Dhareeba  
tax portal

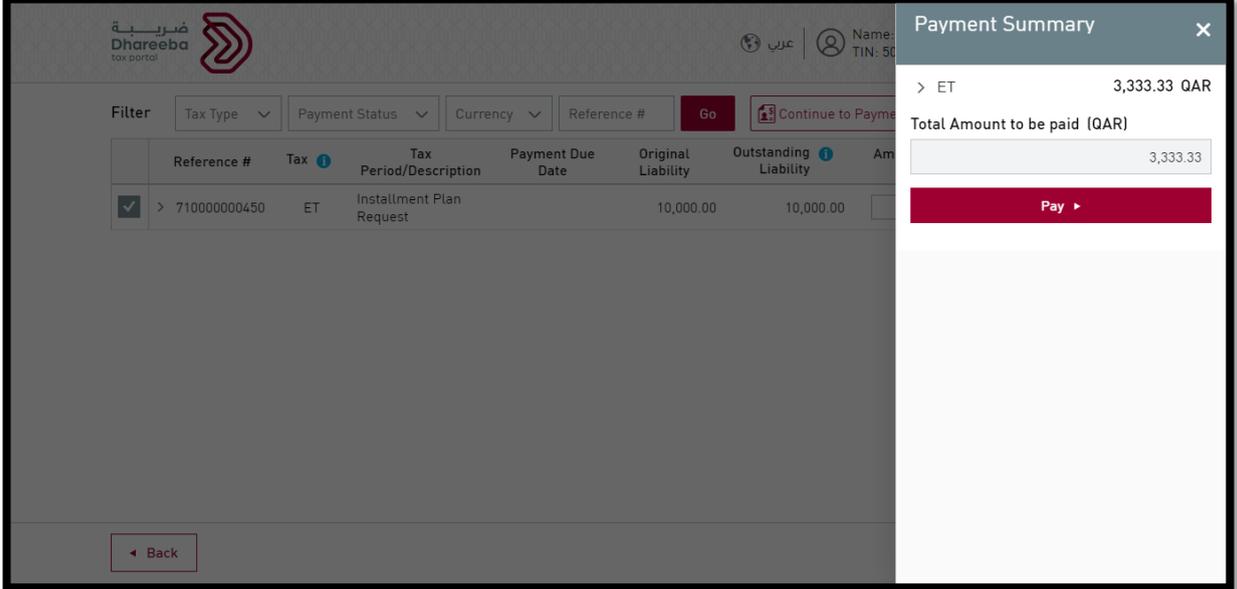
عربي | Name: Sparsh Tyagi  
TIN: 5000022731

Filter Tax Type Payment Status Currency Reference # Go Continue to Payment

Reference #	Tax	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability	Amount to be Paid	Curr	Payment Status
<input checked="" type="checkbox"/> 71000000450	ET	Installment Plan Request		10,000.00	10,000.00	3333.33	QAR	
<input type="checkbox"/>	ET	Installment Receivable		10,000.00	10,000.00	10,000.00	QAR	
<input type="checkbox"/>	ET	Installment Receivable	13/11/2020	3,333.33	3,333.33	3,333.33	QAR	
<input type="checkbox"/>	ET	Installment Receivable	13/12/2020	3,333.33	3,333.33	3,333.33	QAR	
<input type="checkbox"/>	ET	Installment Receivable	12/01/2021	3,333.34	3,333.34	3,333.34	QAR	

Back

After clicking on “Continue to Payment” button, “Payment Summary” screen will appear where Taxpayer needs to click on “Pay” button.



The screenshot displays the Dhareeba tax portal interface. A modal window titled "Payment Summary" is open on the right side. The main interface shows a table with one selected row for a tax liability.

Reference #	Tax	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability	Am
> 710000000450	ET	Installment Plan Request		10,000.00	10,000.00	

The "Payment Summary" modal displays the following information:

- > ET 3,333.33 QAR
- Total Amount to be paid (QAR) 3,333.33
- A red "Pay" button with a right-pointing arrow.

At the bottom left of the main interface, there is a "Back" button.

## Step 2: Payment Method

After clicking on “Pay” button, Taxpayer will be navigated to Payment Gateway screen where he needs to select the mode of payment from the options available.

After selecting the mode of payment, Taxpayer first needs to select the Card Type from the options available and then needs to click on “Confirm” button.

After clicking on “Confirm” button, Taxpayer will be navigated to Payment Card details screen where he needs to click on “Continue” button after providing the necessary card details.

**QPay**

Payment Unique Number: 201015093543000002 Amount  
Description: GENERAL TAX AUTHORITY **QAR 3333.33**

**Enter your payment card details**

Card Number   
Card Expiry Date

By clicking the "Continue" button, you hereby acknowledge accepting the [Terms and Conditions](#) of payment.

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

After clicking on “Continue” button, Taxpayer will be navigated to Card PIN screen where he needs to click on “Pay” button after entering the card number PIN using dialer.

**QPay**

Payment Unique Number: 201015093543000002 Amount  
Description: GENERAL TAX AUTHORITY **QAR 3333.33**

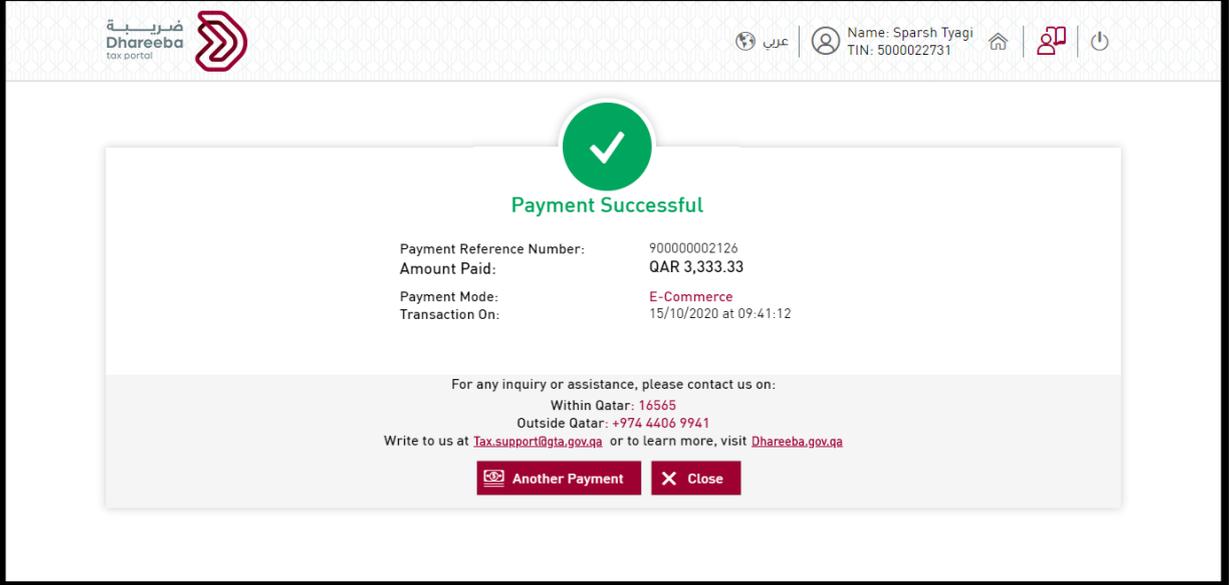
**Enter your debit card PIN**

Card Number:  
4215 37\*\* \*\*\*\* 3243

Your 4 or 6 digit PIN

For proper completion of your transaction, please do not refresh this page or click the browser's back button.

After clicking on “Pay” button, Taxpayer will be navigated to “Payment Successful” screen.



The screenshot displays the Dhareeba tax portal interface. At the top left is the Dhareeba logo and name in Arabic and English. The top right shows the user's name (Sparsh Tyagi), TIN (5000022731), and navigation icons. The main content area features a large green checkmark icon and the text "Payment Successful". Below this, a table provides payment details:

Payment Reference Number:	900000002126
Amount Paid:	QAR 3,333.33
Payment Mode:	E-Commerce
Transaction On:	15/10/2020 at 09:41:12

Below the table, contact information is provided: "For any inquiry or assistance, please contact us on: Within Qatar: 16565, Outside Qatar: +974 4406 9941". It also includes the email [Tax.support@qta.gov.qa](mailto:Tax.support@qta.gov.qa) and the website [Dhareeba.gov.qa](http://Dhareeba.gov.qa). At the bottom, there are two buttons: "Another Payment" and "Close".



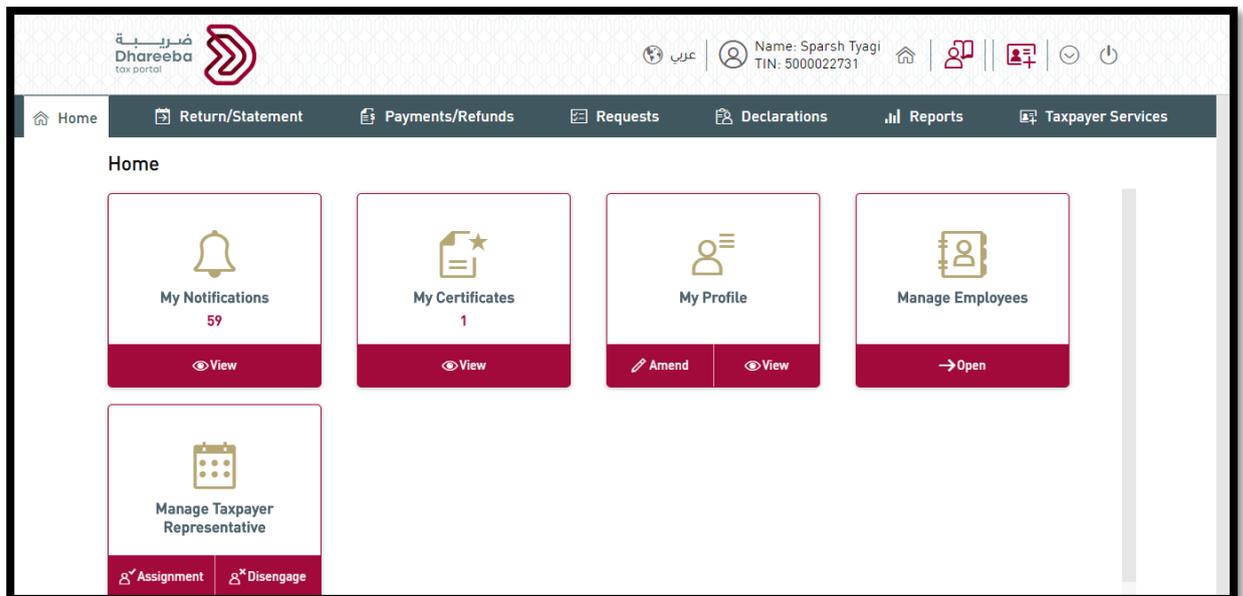
# 5

## **Annexure – Correspondence received by Taxpayer**

## 5 Annexure – Correspondence received by Taxpayer

### 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 needs to click on Download icon to view the Notifications.

ضريبة  
Dhareeba  
tax portal

عربي | 
 👤 Name: Sparsh Tyagi  
TIN: 5000022731 | 
 🏠 | 
 👤 | 
 🔌

### My Notifications

☰

▽ Date of the issue	▽ Reference Number	▽ Application Type	▽ Subject	▽ Tax Type	▽ Classification	↓
14/10/2020	710000000450	Installment Plan Request	Acknowledgment - Installment Plan Request	General	Informative	↓
14/10/2020	710000000450	Installment Plan Request	Additional Information Required - Installment Plan Request	General	Pending Action	↓
14/10/2020	710000000450	Installment Plan Request	Additional Information Received - Installment Plan Request	General	Informative	↓
14/10/2020	710000000450	Installment Plan Request	Approval of - Installment Plan Request	General	Informative	↓

◀ Back

## **Taxpayer will receive Email, SMS, and PDF on Email ID, Mobile and Dashboard**

SMS, Email and PDF of Acknowledgement of Installment Plan Request

SMS, Email and PDF of Additional Information Required

SMS, Email and PDF of Installment Plan Approval

SMS, Email, and PDF of Rejection of Installment Plan

SMS, Email and PDF of Installment Plan Schedule

End of the Document