



# Request for Non-Objection Certificate (NOC) – Change of Ownership + Tax Clearance User Manual **Dhareeba Tax Portal** Ministry of Commerce and industry

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# 1

## Purpose of this document



## 1 Purpose of this document

Taxpayer registered with MOCI can login to Dhareeba by using the NAS User ID and Password and complete the request for Non-Objection Certificate (NOC) by selecting the dedicated tile.

The Taxpayer can make two types of NOC request - Change of Ownership and Tax Clearance.

Change of Ownership involves request for NOCs for transactions involving shares which results in change of ownership within a company.

Tax Clearance involves request for NOCs to prove that the Taxpayer does not have any dues with GTA.

Existing data that has been uploaded in GTA TAS shall be pre-populated otherwise details will need to be inputted in the Request form. Once the request is completed, the Taxpayer receives the Non-Objection Certificate as well as correspondences from GTA.

This document explains how a Taxpayer can complete the Request for NOC. This document also covers the correspondence which GTA sends to the Taxpayer after the Taxpayer completes the Request.



# 2

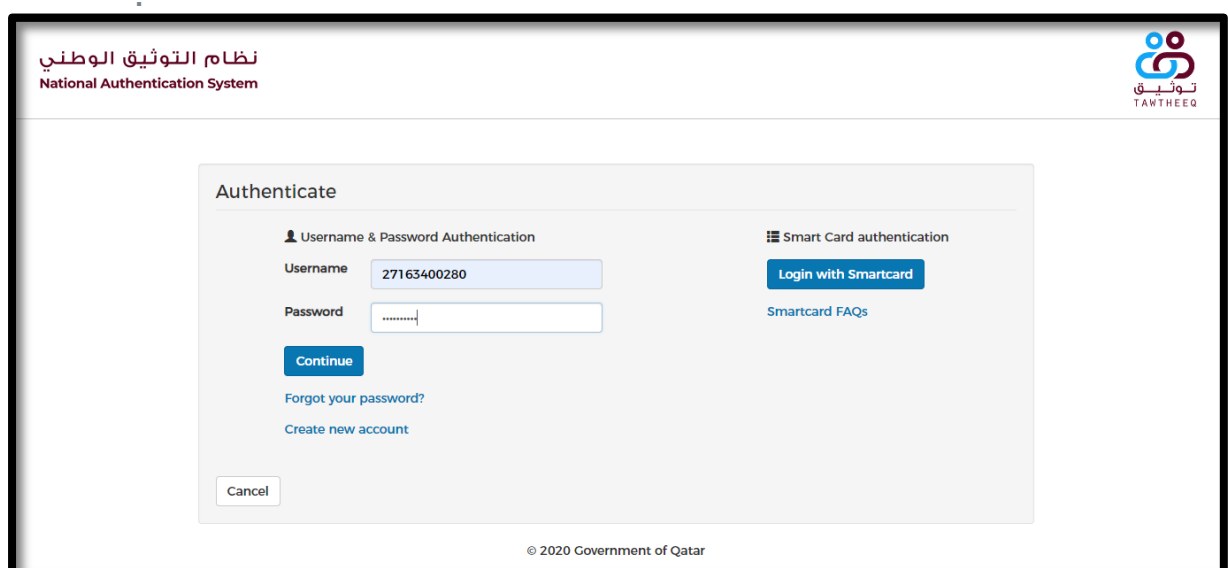
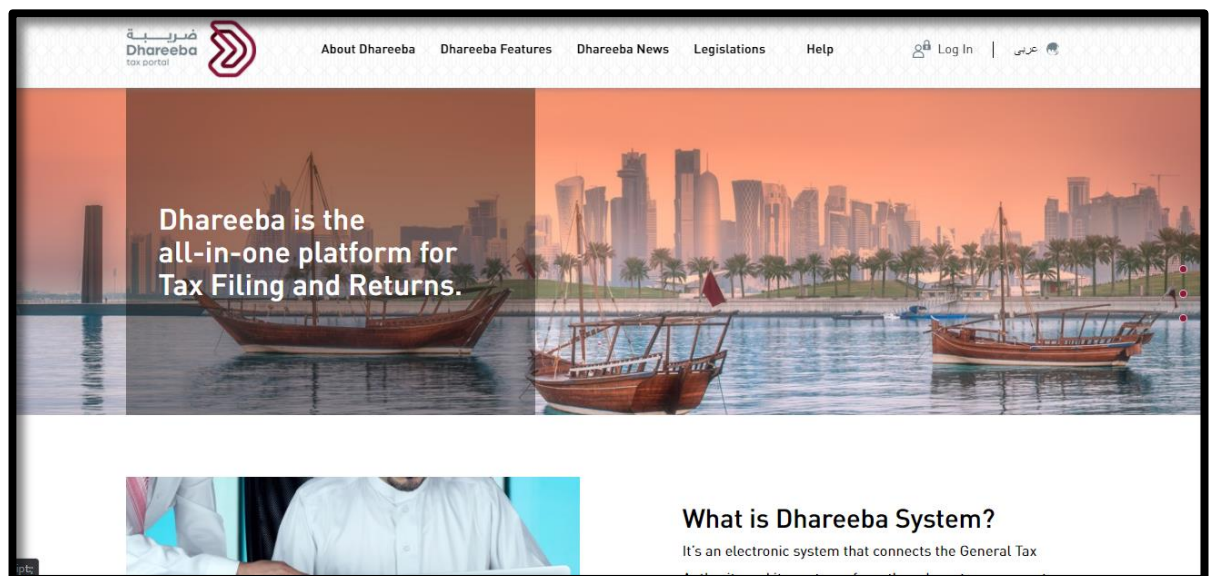
## Process to be followed by Taxpayer to complete request



## 2 Process to be followed by Taxpayer to complete the request

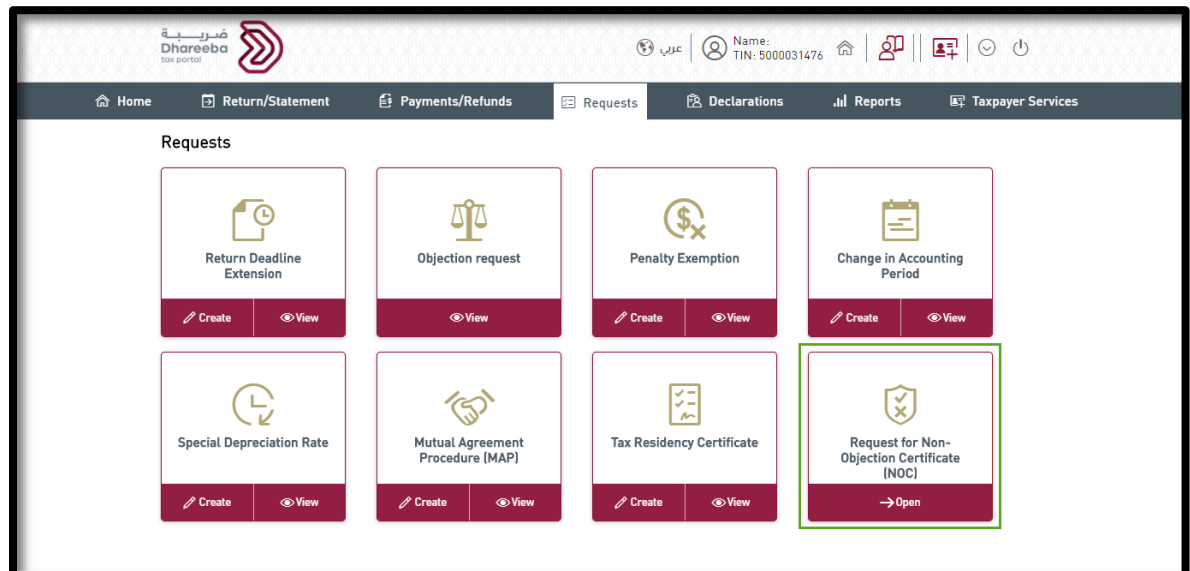
Taxpayer should login on the Dhareeba portal and is thereafter directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below.

On the Dhareeba Portal, Taxpayer should click on 'Login' button.





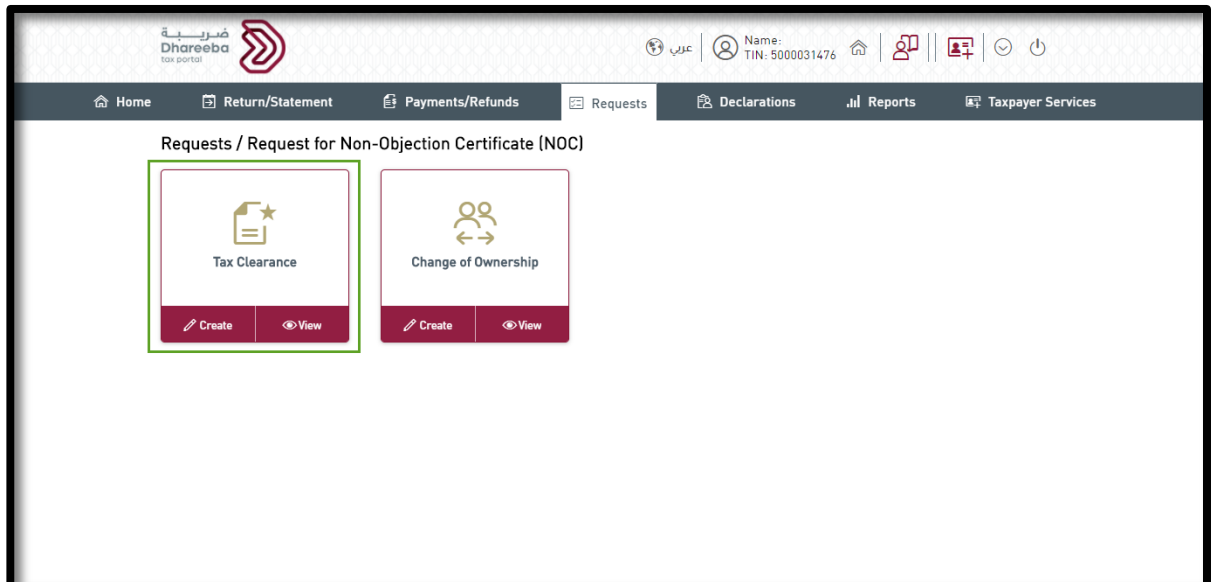
Taxpayer will navigate to the “Requests” tab. Within this tab, Taxpayer should select the tile for “Request for Non-Objection Certificate (NOC)”.



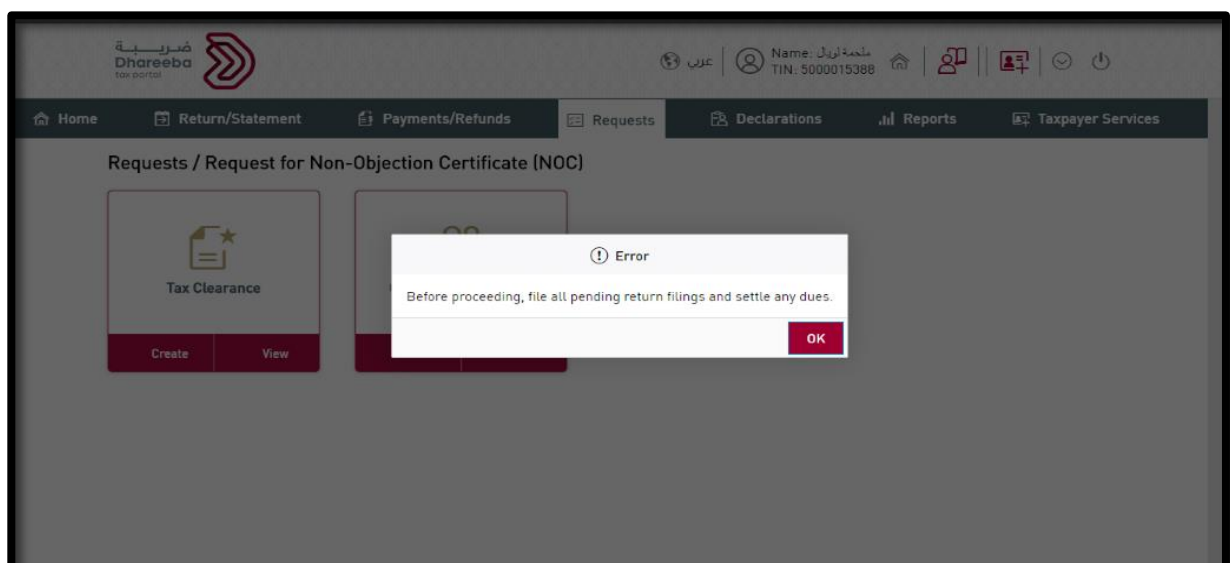


## 2.1 NOC for Tax Clearance

Taxpayer should click on “Tax Clearance” tile.



On clicking “Create’ Button, the system will do a check and if there are Pending Payments or open Tax Filing Obligations, or both, then the Taxpayer will receive a message to clear them before proceeding with this request. If there is not pending payment or open Tax Filing Obligations, the Taxpayer can proceed, and the form will be auto approved upon submission.







If Taxpayer does not have any pending payments or open Tax Filing Obligations, “Create” will open the “Instructions for Taxpayer” page. To proceed please click on “Start Now”.

## 2.1.1 Non-Objection Details

Before clicking on “Continue”, the applicant needs to fill all mandatory information. It is also mandatory to provide a copy of the contract or invoice.



Taxpayer should click on Continue, after filling in all the information. Non-Objection Details - Reasons and contract/invoice details will need to be provided by Taxpayer.

ID Type – Qatari ID, Passport, Tax Identification in your Country, Registration ID in your Country.

Dhareeba  
tax portal

عربي

Name:

TIN: 5000031476

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Request Number: NOC Request for Tax Clearance

1 Non Objection Details

2 Additional Information

3 Summary

4 Declaration

### Non Objection Details

Reasons for NOC Request for Tax Clearance\*

Non Objection Certificate for Tax Clearance is required to do business with customer Amazon Corp. This is why, we are requesting NOC from GTA.

Contract/Invoice Details

Number*	Amount Inclusive of Tax (QAR)*	Customer Name*
<input type="text" value="INV253263"/>	<input type="text" value="15235.00"/>	<input type="text" value="Amazon Corp"/>
Date Issued* <span>?</span>	Due Date* <span>?</span>	ID Type* <span>?</span>
<input type="text" value="01/10/2020"/>	<input type="text" value="30/10/2020"/>	<input type="text" value="Passport"/>
Transaction* <span>?</span>	ID Number*	
<input type="text" value="Sale of painting materials and other products"/>	<input type="text" value="A123458"/>	
Issuing Country* <span>?</span>		
<input type="text" value="Anguilla"/>		

Copy of Contract/Invoice\*

◀ Back

25%

Save as draft

Continue ▶



## 2.1.2 Additional Information

Additional Information – Taxpayer can provide Additional Documents and Additional Notes.

The screenshot shows the 'Additional Information' step of an 'NOC Request for Tax Clearance' process on the Dhareeba portal. The header includes the Dhareeba logo, a language selector set to 'عربي', and user information: 'Name: TIN: 5000031476'. A progress bar at the top indicates four steps: 1. Non Objection Details, 2. Additional Information (current), 3. Summary, and 4. Declaration. The main content area is titled 'Additional Information' and contains two sections: 'Attach any supporting documents (if any)' with a document icon and a plus sign, and 'Additional Notes' with a large text input field. At the bottom, there is a 'Back' button, a progress bar showing 50% completion, a 'Save as draft' button, and a 'Continue' button.



### 2.1.3 Summary

On this screen, Taxpayer can see all data entered by scrolling down.

Taxpayer should check the data entries for any errors. In case Taxpayer needs to correct any error, Taxpayer should click on 'Edit' button and make necessary changes.

دھریبا Dhareeba tax portal

عربي

Name: TIN: 5000031476

Home

Logout

Power

Request Number: NOC Request for Tax Clearance

1 Non Objection Details

2 Additional Information

3 Summary

4 Declaration

### Summary

1. Non Objection Details

EDIT

Reasons for NOC Request for Tax Clearance Non Objection Certificate for Tax Clearance is required to do business with customer Amazon Corp. This is why, we are requesting NOC from GTA.

Number	INV253263	Copy of Contract/Invoice	
Amount	15235.00	Customer Name	Amazon Corp
Date Issued	01/10/2020	ID Type	Passport
Due Date	30/10/2020	ID Number	A123458
Transaction	Sale of painting materials and other pro	Issuing Country	Anguilla

2. Additional Documents

EDIT

Additional Notes

Attach any supporting documents (if any)

Back

79%

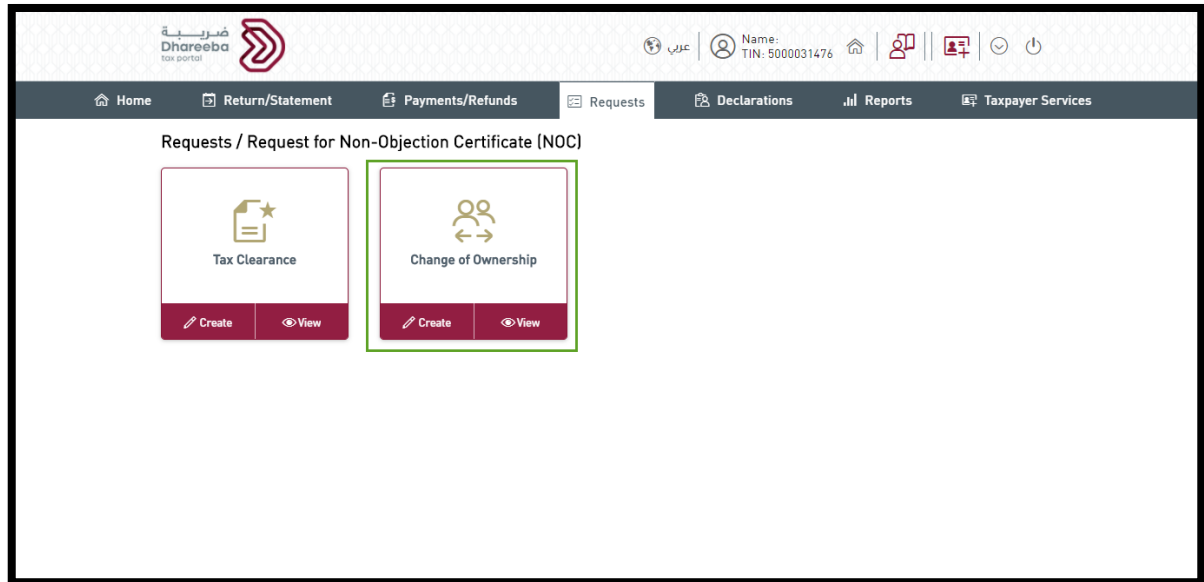
Save as draft

Continue

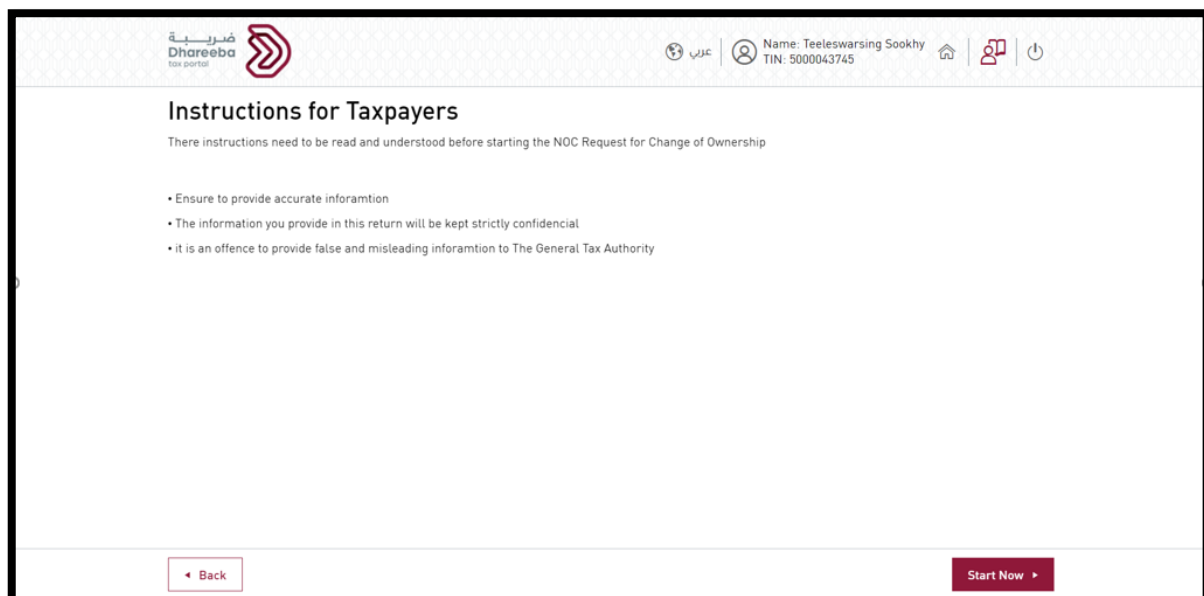


## 2.2 NOC for Change of Ownership

Taxpayer should click on “Change of Ownership” tile.



The instruction page appears, and the Company clicks on “Start now” button to navigate to next step.





## 2.2.1 Non-Objection Details

A list of all Shareholders with their Ownership % will be shown in below table.

Name	ID Type	ID Number	Date From	Current Ownership %	Ownership Subject to Sale %	Remaining Ownership %	Actions
<input type="checkbox"/> YUVRAJ SINGH	TIN	5000000018	11/10/2020	20.00	0.00	20.00	
<input type="checkbox"/> IBS MANIKA	TIN	5000031476	11/10/2020	30.00	0.00	30.00	
<input type="checkbox"/> ASD ASD	TIN	5000032078	11/10/2020	15.00	0.00	15.00	
<input type="checkbox"/> IBS MANIKA2	TIN	5000031740	11/10/2020	35.00	0.00	35.00	

Company checks on at least one seller checkbox and click on “Edit” action to add detail.

Buyer Name	ID Type	ID Number	Phone Number	Email Address	Ownership %	Actions
No data						



Company clicks on “Add Buyer” button to add detail for Buyer.

Dhareeba tax portal

عربي | Name: Teeleswarsing Sookhy  
TIN: 5000043745

Request Number : NOC REQUEST FOR CHANGE OF OWNERSHIP

1 Non Objection Details 2 Additional Information 3 Summary 4 Declaration

### Buyer Details

Is the buyer registered under the State of Qatar?\* ☐ Yes ☐ No

Please enter below the Buyer's information to login this into the system

Back 0% Save

Company selects on “Is the buyer registered under State of Qatar?” option and add the detail.

Dhareeba tax portal

عربي | Name: Teeleswarsing Sookhy  
TIN: 5000043745

OWNERSHIP

1 Non Objection Details 2 Additional Information 3 Summary 4 Declaration

### Buyer Details

Is the buyer registered under the State of Qatar?\* ☒ Yes ☐ No

Please enter below the Buyer's information to login this into the system

ID Type\* ID Number\* Mobile Number\* Phone Number

TIN 5000019281 + 65048787

Establishment Name (In English) Email Address\*

ABC test@gmail.com

Establishment Name (In Arabic) Zone\* Street\* Building\* Floor Unit #

عبد الفلاح 11 Royal Road 2 20 12

Ownership Acquired %\* Residential Status PO Box Postal Code City Country\*

12 Resident 20 25B Doha Qatar

Back 0% Save



Company clicks on “Save” button to save data into Buyer table.

**ضريبة**  
**Dhareeba**  
tax portal

عربي | Name: Teeleswarsing Sookhy  
TIN: 5000043745

1 Non Objection Details 2 Additional Information 3 Summary 4 Declaration

### Shareholder Details

ID Type: TIN ID Number: 5000000018 Shareholder Name: YUVRAJ SINGH

Current Ownership (%): 20.00 New Ownership (%): 15.00

### Buyer Details

Buyer Name	ID Type	ID Number	Phone Number	Email Address	Ownership %	Actions
عبد القادر	TIN	5000019281		test@gmail.com	10.00	
First last	QID	23093839403		sao@gmail.com	5.00	

[Add Buyer](#)

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

The main table is updated with the Ownership Subject to Sale %.

**ضريبة**  
**Dhareeba**  
tax portal

عربي | Name: Teeleswarsing Sookhy  
TIN: 5000043745

Request Number :9800000000036 NOC REQUEST FOR CHANGE OF OWNERSHIP

1 Non Objection Details 2 Additional Information 3 Summary 4 Declaration

### Non Objection Details

#### Seller Selection

Name	ID Type	ID Number	Date From	Current Ownership %	Ownership Subject to Sale %	Remaining Ownership %	Actions
<input checked="" type="checkbox"/> YUVRAJ SINGH	TIN	5000000018	11/10/2020	20.00	15.00	5.00	
<input type="checkbox"/> IBS MANIKA	TIN	5000031476	11/10/2020	30.00	0.00	30.00	
<input type="checkbox"/> ASD ASD	TIN	5000032078	11/10/2020	15.00	0.00	15.00	
<input type="checkbox"/> IBS MANIKA2	TIN	5000031740	11/10/2020	35.00	0.00	35.00	
Total							

[Back](#) [Continue](#)





## 2.2.2 Additional Information

Company clicks on “Continue” button to navigate to next step.

The screenshot displays the Dhareeba tax portal interface. At the top, the header includes the Dhareeba logo, the text 'Dhareeba tax portal', a language selector for 'عربي', and user information: 'Name: Teeleswarsing Sookhy' and 'TIN: 5000043745'. Below the header, a grey bar shows the 'Request Number :980000000036' and the title 'NOC REQUEST FOR CHANGE OF OWNERSHIP'. A progress bar with four steps is visible: '1 Non Objection Details', '2 Additional Information' (the current step), '3 Summary', and '4 Declaration'. The main content area is titled 'Additional Information' and contains the instruction 'Attach any supporting documents (if any)' with a document icon and a help icon. Below this is a section for 'Additional Notes' with a text input field containing the placeholder 'Add notes'. At the bottom of the form, there are three buttons: 'Back', 'Save as Draft', and 'Continue'.



## 2.2.3 Summary

Company add the Notes (if any) and clicks on “Continue” to navigate to next step.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Teeleswarsing Sookhy  
TIN: 5000043745

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Request Number :980000000036

NOC REQUEST FOR CHANGE OF OWNERSHIP

1 Non Objection Details

2 Additional Information

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4 Declaration

1.Non Objection Details

Seller/YUVRAJ SINGH

ID Type

YTIN

Current Ownership %

20.00

ID Number

5000000018

New Ownership (%)

15.00

Buyer Name	ID Type	ID Number	Phone Number	Email Address	Ownership %	Transaction Information
عبد الفتاح	TIN	5000019281		test@gmail.com	10.00	
First last	QID	23093839403		sao@gmail.com	5.00	

2.Additional Information

Additional Notes

Add notes

Attach any supporting Documents[If Any]

◀ Back

Continue ▶



# 3

## Declaration



### 3 Declaration

The details of the Declaration are auto populated, Taxpayer should Agree to Terms and Conditions and mandatorily select the check box for Declaration.

Declaration for NOC Request for Tax Clearance:

The screenshot displays the Dhareeba tax portal interface. At the top, the Dhareeba logo and 'tax portal' text are on the left, while the user's name, TIN (5000031476), and navigation icons are on the right. The main header shows 'Request Number: NOC Request for Tax Clearance'. Below this, a progress bar indicates four steps: 1. Non Objection Details, 2. Additional Information, 3. Summary, and 4. Declaration (the current step). The 'Declaration' section contains the following fields: First Name (sunny), Last Name (tembah), Designation (Taxpayer), Date (22/10/2020), Email Address, and Phone Number (+230 59256349). There are two checkboxes: 'I agree with the Terms and Conditions' and 'I declare that the information provided in this form is true and correct', both of which are checked. At the bottom, there is a 'Back' button, a green progress bar showing 99%, and a 'Submit' button.

Request Number: NOC Request for Tax Clearance

1 Non Objection Details 2 Additional Information 3 Summary 4 Declaration

**Declaration**

First Name: sunny Last Name: tembah Designation: Taxpayer Date: 22/10/2020

Email Address: Phone Number: + 230 59256349

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

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

[Back](#) 99% [Submit](#)



## Declaration for NOC Request for Change of Ownership:

The screenshot displays the Dhareeba portal interface for an NOC request for change of ownership. The top header includes the Dhareeba logo, a language selector (Arabic/English), and user information (Name: Teeleswarsing Sookhy, TIN: 5000043745). The main header shows the request number (980000000042) and the title 'NOC REQUEST FOR CHANGE OF OWNERSHIP'. A progress bar at the top indicates four steps: 1. Non Objection Details, 2. Additional Information, 3. Summary, and 4. Declaration (the current step). The Declaration section contains fields for First Name (sunny), Last Name (tembah), Designation (a dropdown menu), and Date (23/10/2020). Below these are fields for Email Address (sunnytembah@icloud.com) and Phone Number (+230 59256349). Two checkboxes are present: 'I agree with the Terms and conditions' and 'I Confirm that the information given in this form is true, complete and accurate.' Both checkboxes are checked. At the bottom, there is a 'Back' button, a progress indicator showing 0%, and 'Save as Draft' and 'Submit' buttons.

The applicant should click on the Terms and Conditions hyperlink and will get a Pop-up screen with the terms and conditions.

If the “I Agree” is selected, then the “I agree with the Terms and Conditions” checkbox will be ticked, and the second box will also get activated for selection. If “Cancel” is selected, then the checkboxes will remain grey out.



**Declaration**

First Name  
sunny

Email Address

☐ I agree with the Terms and Conditions

☐ I declare that the information provided is true and correct

**Terms and Conditions**

- We confirm that we have implemented and communicated the tax compliance policy statement within our organization.
- We have implemented processes aimed at compliance with Qatari tax laws and regulations as well as applicable reporting duties.
- As the Board of Directors (or equivalent body), we acknowledge that we are accountable for compliance with the Qatari tax law and that we have implemented appropriate delegations of authority in tax matters.
- We have performed an annual review of respective processes and are satisfied that the processes are adequate.
- We have performed an annual review of respective processes and will implement improvements necessary to ensure that the processes are adequate.
- The documentation of our processes and the DoA can be disclosed to the GTA upon request.

Cancel I Agree

Back 66% Submit

The system gives a message informing that the form was submitted successfully and provides the Reference Number.

ضريبة  
Dhareeba  
tax portal

عربي | Name: Teeleswarsing Sookhy  
TIN: 5000043745

✓

**Submission for NOC Request for Change of Ownership is Complete.**

Your Application has been successfully submitted on 21/10/2020  
Your application reference number is 980000000036

Kindly use your reference number to track your application's status in the system and when contacting us.

This Notification confirms that we have received your application however this is not an approval nor a rejection of your application.

Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your registration.

Your Request will be processed, and you will be notified with the result once it is accomplished.

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](mailto:Tax.support@gta.gov.qa) or to learn more, visit [Dhareeba.gov.qa](http://Dhareeba.gov.qa)

Close

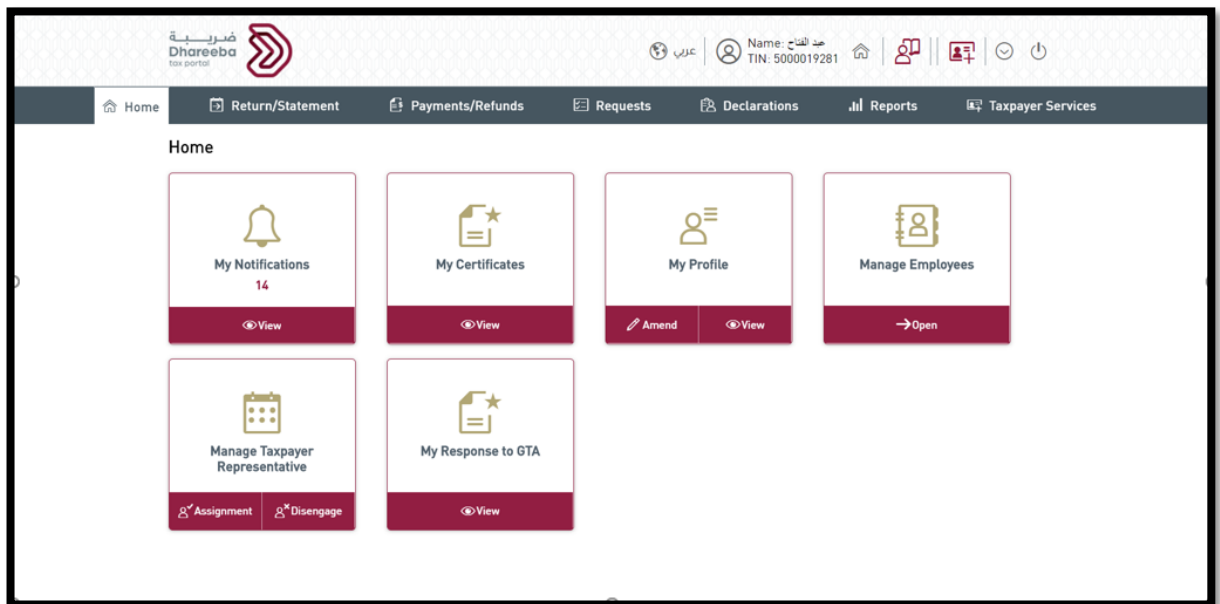
Form: 980000000036  
submitted successfully

# 4

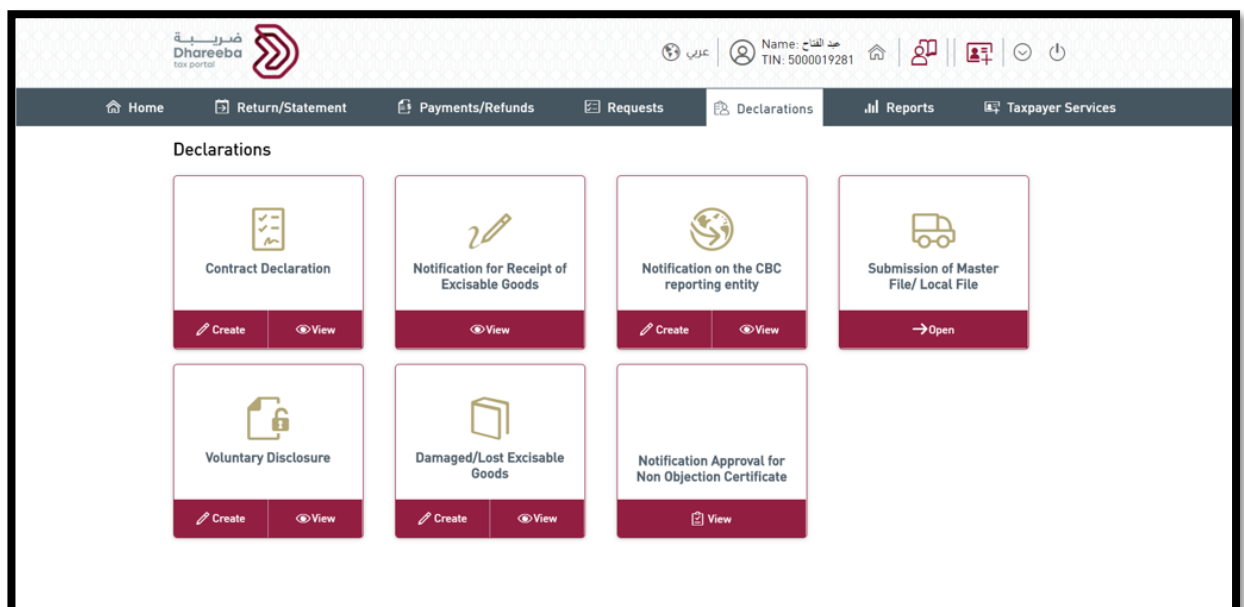
## Notification Approval for NOC Change of Ownership



The Buyers and Sellers will get a notification to login to Dhareeba portal to confirm the transaction.



Buyer/Seller selects “Declaration” tab on the top.







Buyer/Seller clicks on tile “Notification for Approval for Non-Objection Certificate”.

ضريبة  
Dhareeba  
tax portal

عربي

Name: عبد القناح  
TIN: 5000019281

### Non Objection Certificate

Reference#	Submitted On	Seller Name	Contract Currency	Transaction Value	Status	Actions
980000000017	19/10/2020	SUNNY TEMBAH	QAR	300.00	To be approved	
970000000005	19/10/2020	عبد القناح	QAR	100.00	Submitted	
970000000009	19/10/2020	عبد القناح	QAR	300.00	Approved	
970000000011	20/10/2020	عبد القناح	QAR	300.00	Approved	
970000000007	19/10/2020	عبد القناح	QAR	100.00	Rejected	
970000000014	21/10/2020	عبد القناح	QAR	300.00	To be approved	
970000000016	21/10/2020	عبد القناح	QAR	300.00	Submitted	

[Back](#)

Buyer/Seller clicks on “Edit” button of “To be approved” items, then system will navigate to Notification for approval form.

ضريبة  
Dhareeba  
tax portal

عربي

Name: عبد القناح  
TIN: 5000019281

### Instructions for Taxpayers

There instructions need to be read and understood before starting the Notification Approval for non Objection Certificate

- Ensure to provide accurate information
- The information you provide in this return will be kept strictly confidential
- it is an offence to provide false and misleading information to The General Tax Authority

[Back](#)[Start Now](#)



Buyer/Seller clicks on “Start now” button to navigate to next step.

The screenshot shows the Dhareeba tax portal interface. At the top, there's a header with the Dhareeba logo, a user profile icon, and the text "Name: عبد الفتاح TIN: 5000019281". Below the header, a banner displays "Request Number :970000000016" and "NOTIFICATION APPROVAL FOR NON OBJECTION CERTIFICATE". The main content area is divided into two tabs: "1 Transaction Details" (active) and "2 Declaration". Under the "Transaction Details" tab, there's a form titled "NOC Request Reference Number:980000000036". The form contains fields for "Buyer/ عبد الفتاح", "ID Type" (TIN), "Current Ownership %" (10.00), "ID Number" (5000019281), "New Ownership (%)", "Issuing Country", "Mobile Number" (+974 65048787), "Email Address" (test@gmail.com), and "Phone Number". Below these fields is a "Seller Details" section with a table showing "Name", "ID Type", "ID Number", "Date From", "Current", "Ownership", and "Remaining". At the bottom of the form, there are three buttons: "Back", "Save as Draft", and "Continue".

Buyer/Seller clicks on “Continue” button to navigate to next step.  
Buyer/Seller checks on checkboxes and “Approve” and “Reject” buttons will be enabled.

The screenshot shows the Dhareeba tax portal interface, now on the "Declaration" step. The header and banner are the same as in the previous screenshot. The main content area is divided into two tabs: "1 Transaction Details" and "2 Declaration" (active). Under the "Declaration" tab, there's a form titled "Declaration". The form contains fields for "First Name" (Sparsh), "Last Name" (Tyagi), "Designation" (a dropdown menu), "Date" (21/10/2020), "Email Address" (srishtityagi@gmail.com), and "Phone Number" (+974 55646913). Below these fields, there are two checkboxes: "I agree with the Terms and conditions" and "I confirm that the information given in this form is true, complete and accurate." At the bottom of the form, there are four buttons: "Back", "Save as Draft", "Reject", and "Approve".



Once Buyer/Seller click on “Reject” or “Approve” button, then system submit the form and shows the Acknowledgement to buyer/seller.

The screenshot displays the Dhareeba tax portal interface. At the top, the header includes the Dhareeba logo, the text 'ضريبة Dhareeba tax portal', and user information: 'Name: عد النجاج TIN: 5000019281'. A green checkmark icon is prominently displayed above the main notification box. The notification text reads: 'Submission of Notification Approval for Non Objection Cetificate is Complete'. It states that the application was successfully submitted on 21/10/2020 and provides the application reference number 970000000016. The notification also includes instructions to use the reference number for tracking and a disclaimer that this is not an approval or rejection. Contact information for the General Tax Authority is provided at the bottom of the notification box, including a phone number for inquiries within and outside Qatar, and an email address. A 'Close' button is located at the bottom right of the notification box.

Submission of Notification Approval for Non Objection Cetificate is Complete

Your Application has been successfully submitted on 21/10/2020  
Your application reference number is 970000000016

Kindly use your reference number to track your application's status in the system and when contacting us.

This Notification confirms that we have received your application however this is not an approval nor a rejection of your application.  
Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your registration.

Your Request will be processed, and you will be notified with the result once it is accomplished.

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](mailto:Tax.support@gta.gov.qa) or to learn more, visit [Dhareeba.gov.qa](http://Dhareeba.gov.qa)

Close



# 5

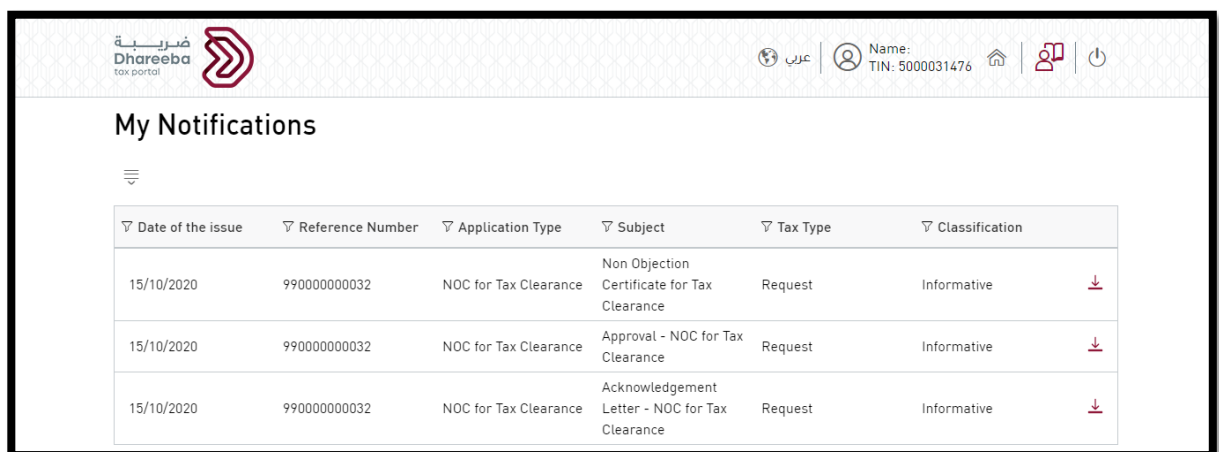
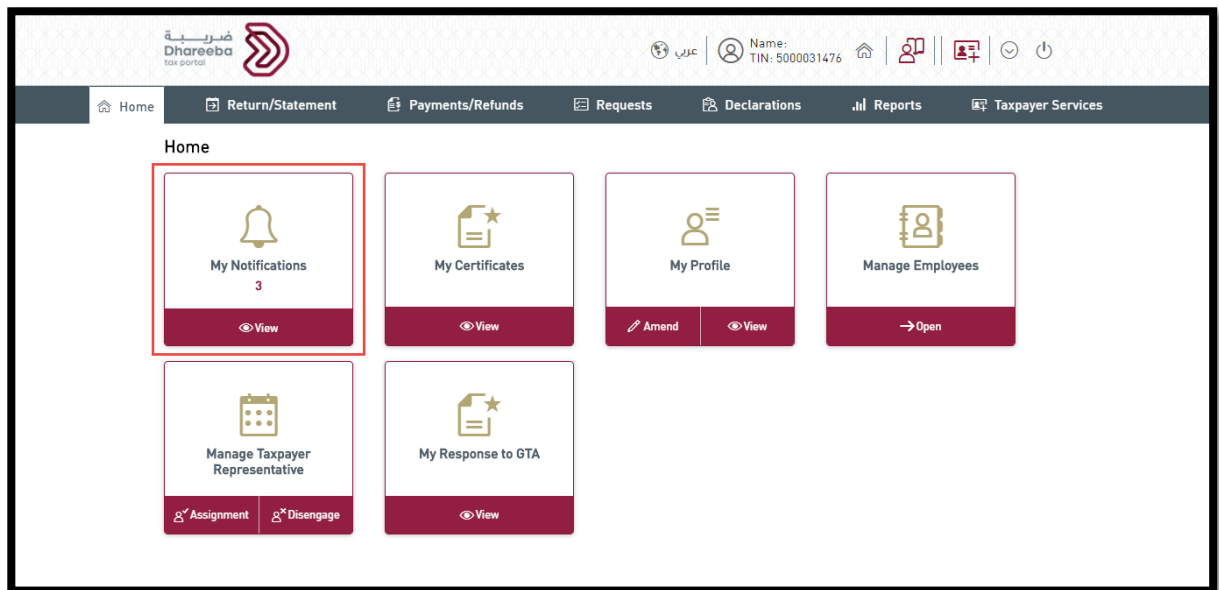
## Annexure - Correspondence received by Taxpayer



### 3 Annexure - correspondence received by Taxpayer

#### 4.1 Steps how Taxpayer can open and view notifications on the portal

Taxpayer should login to Taxpayer Portal and select 'My Notification' tab from the Home screen to view the notifications.





## **4.2 SMS on Mobile Number and Email Notifications on Email ID**

- a. Taxpayer will receive an SMS, Email Notification on Taxpayer Portal for Submission of NOC request
- b. Taxpayer will receive an SMS, Email Notification on Taxpayer Portal when the NOC request has been approved.
- c. Taxpayer will receive NOC Certificate under 'My Notifications' tile when the Registration Application has been processed.

- End of Document -