



Payment Deferral User Manual

Dhareeba Tax Portal

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Purpose of this document



1 Purpose of this document

This guide shows how a registered Taxpayer can apply for a deferral of payment (Excise tax)



| 2 |

Steps to submit a request for payment deferral

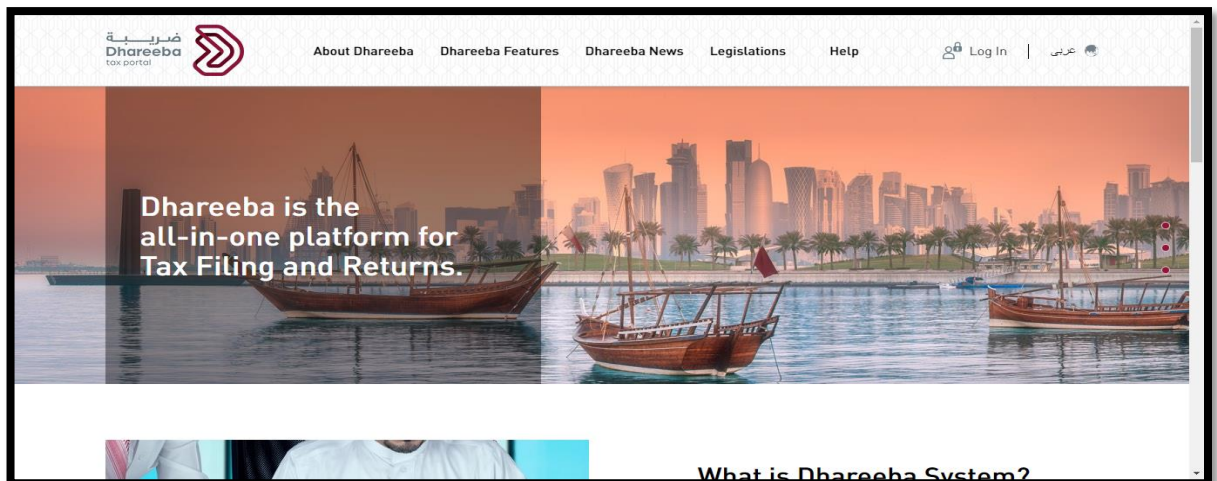


2 Steps to submit a request for payment deferral

Step 1: Log in 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

توثيق
TANTHEEQ

Authenticate

Username & Password Authentication

Username:

Password:

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

[Cancel](#)

Smart Card authentication

[Login with Smartcard](#)

[Smartcard FAQs](#)

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Step 2: Log As

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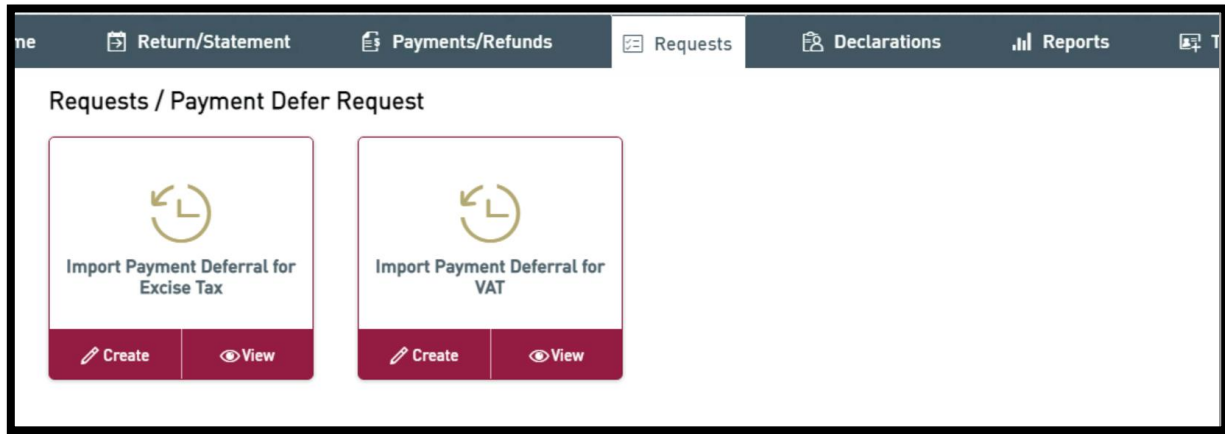
Login As:

Search

TIN: 5000010975 sagar	TIN: 5000420513 Wataa	TIN: 5000420539 Warda	TIN: 5000420554 Waag
TIN: 5000420570 Wardah	TIN: 5000420596 Wardahh	TIN: 5000420612 Wardaah	TIN: 5000420653 Ward

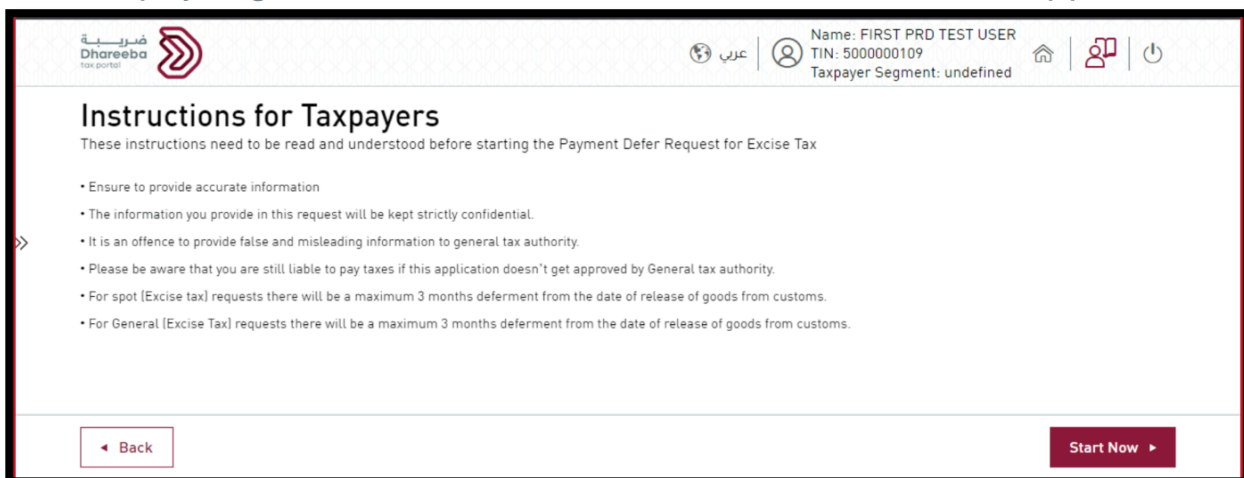


Step 3: After logging in the taxpayer goes to the dashboard, the home page, the taxpayer must click on the list of requests and then select the tile "Import Payment Deferral for Excise Tax".



Step 4: Instructions Screen

The taxpayer goes to the instructions screen to submit the application.





Step 5: Deferral information

The taxpayer moves to the steps of the request form for deferral of payment, the steps of submitting the application start from the step of "Deferral Information", and fills in the data by fields in the example below Deferral Information - Excise Tax.

Request Number : PAYMENT DEFER REQUEST - EXCISE TAX

1 Deferral Information 2 Additional Information 3 Summary 4 Declaration

Request Type: Select (General, Spot)

Period: Select

Expected value of Goods to be imported at Retail Selling Price

Types of Goods	Amount excluding Excise[QAR]	Expected Excise Amount[QAR]
Tobacco and its Derivatives		
Carbonated Drinks		
Energy Drinks		
Sugary and Sweetened		

Back 20% Save as draft Continue

Step 6: The taxpayer moves to the second step via the "Continue" button "Additional Information" step where he attaches the liquidity assessment. The taxpayer clicks on the "Add Details" button.

Request Number : PAYMENT DEFER REQUEST - EXCISE TAX

1 Deferral Information 2 Additional Information 3 Summary 4 Declaration

Additional Information

Liquidity check (Quick Ratio) for last 5 years Details

Attach Commercial Documents

Attach Any Support Documents (If Any)

Additional Notes

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Step 7: It starts by adding the data required to check the liquidity for the last five years via the "Add More" button and attaching the budget, and upon completion it clicks on the Save button to return to the primary screen of additional information. It then attaches the business documents and any additional notes in the text field if any.

Provide the liquidity check (Quick Ratio) for last 5 Years:
(If the registration age is less than 5 years, provide from date of registration)

Financial Year Ending On	Cash	Marketable Securities	Receivables	Current Liabilities	Quick Ratio	Attach balance sheet	Delete
31/12/2021	1.00	1.00	1.00	1.00	3.00		
29/02/2020	1.00	1.00	1.00	1.00	3.00		

View Messages

The minimum number of required lines are not filled in Liquidity check.

Back Save 1

Liquidity check (Quick Ratio) for last 5 years Details

Attach Commercial Documents

Kindly attach the invoices, packing list and the certificate of origin.

Additional Notes

Test

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Step 8: Summary screen

1. Deferral Information [Edit](#)

Request Type	Spot	Deferment Date	16/10/2022	Pay Within	1 Month

Types of Goods	Amount excluding Excise[QAR]	Expected Excise Amount[QAR]
Tobacco and its Derivatives	20,000,000.00	20,000,000.00
Carbonated Drinks	21,000,000.00	10,500,000.00
Energy Drinks	22,000,000.00	22,000,000.00

[Back](#)

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[Continue](#)

Step 9: Declaration Screen

The taxpayer agrees to the terms and conditions, acknowledges the correctness of the information provided and then clicks on the "Submit" button.

Declaration

First Name:
 Last Name:
 Designation:
 Date:

Email Address:
 Phone Number:

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

☒ I Confirm that the information given in this form is true, complete and accurate.

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[Save as draft](#)
[Submit](#)



Step 10: Confirmation of receipt screen

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عربي | Name: FIRST PRD TEST USER
TIN: 5000000109
Taxpayer Segment: undefined

Request for Payment Defer- Excise Tax complete

Your Request Reference Number is
087000000000 submitted on : 01/10/2022

Your Request is under review.

Kindly use your reference number to track your request's status and when contacting us.
This statement confirms that we have received 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 support@dhareeba.qa or to learn more visit Dhareeba.gov.qa

Step 11: The View button on the "Payment Deferral Request" screen shows the status of the request.

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عربي | Name: Mohammad Qashta Test Data
TIN: 5000467977

Payment Defer Request - Excise

Request Type ▾	Reference # ▾	Submission Date	Approval Date	Certificate # ▾	Expiry Date ▾	Status ▾	Actions
General	087000000200	18/01/2023				Under Review	

[◀ Back](#)

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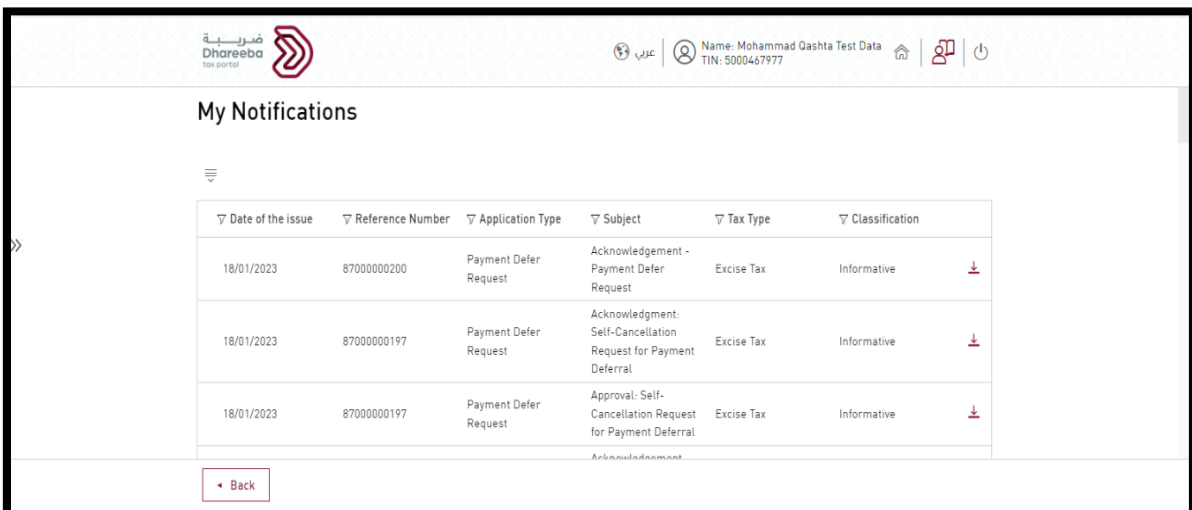
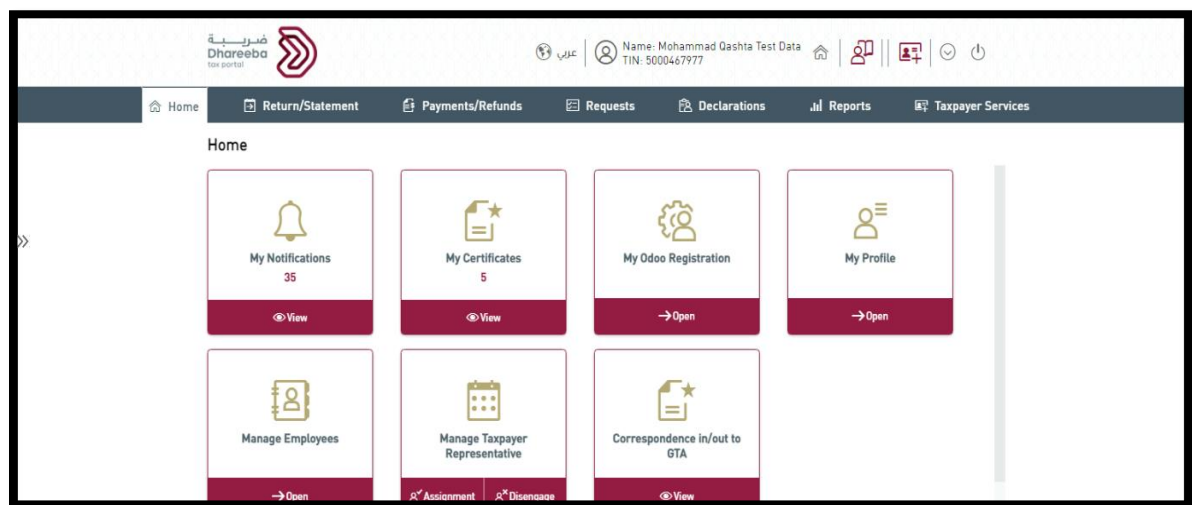
Notification received by the Taxpayer



3. Notification received by the Taxpayer

3.1 Steps to open and display notification on the portal

Step 1: The taxpayer can click on “My Notifications” on the main screen of the taxpayer, to view the notifications received from the General Tax Authority





3.2 The taxpayer receives SMS, email, PDF file on mobile phone, email ID and control panel.

Notifications received by the taxpayer when submitting a payment deferment request and on the Authority's decision on a payment deferment request.

The taxpayer receives the SMS, the letter and the e-mail as follows:

- Acknowledgement on submission of Payment Deferral Request.
- GTA decision on the request of Payment Deferral.