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)

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# 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.
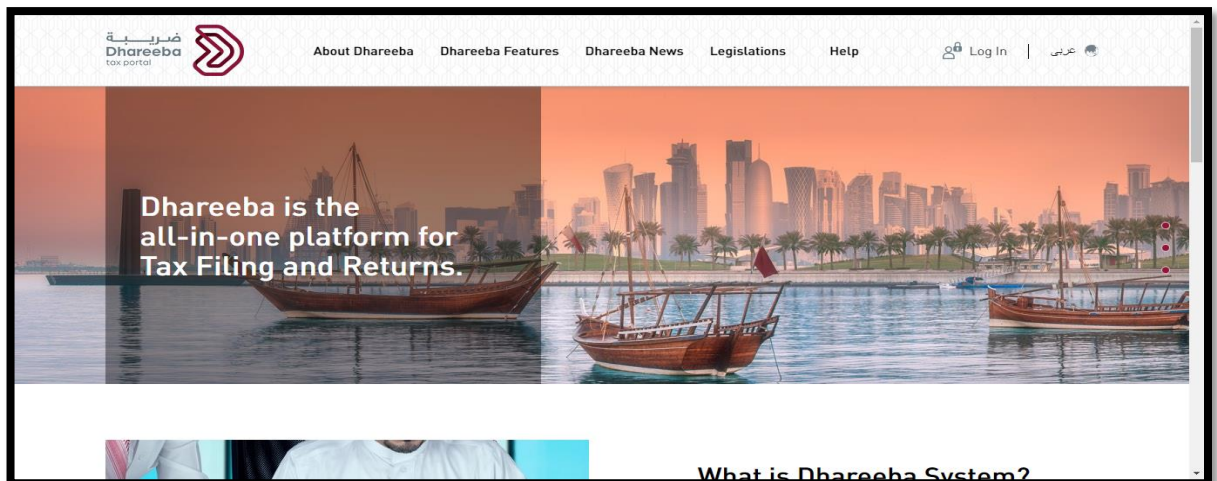
Taxpayer should enter QID or Email address as 'Username' and its associated password and click on "Continue" button after providing the login credentials.
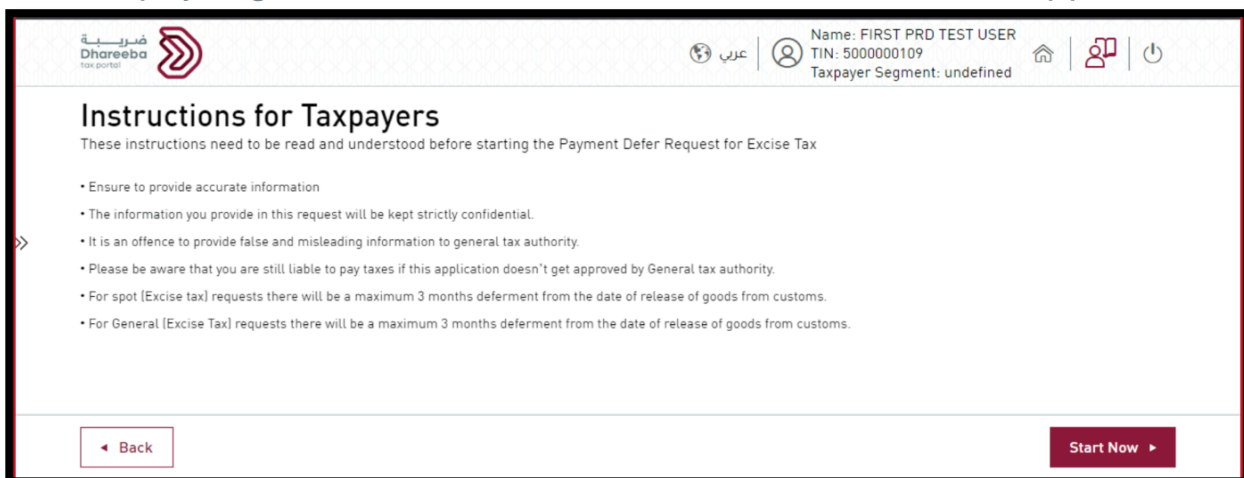
Step 2: Log As

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 tail "Import Payment Deferral for Excise Tax".
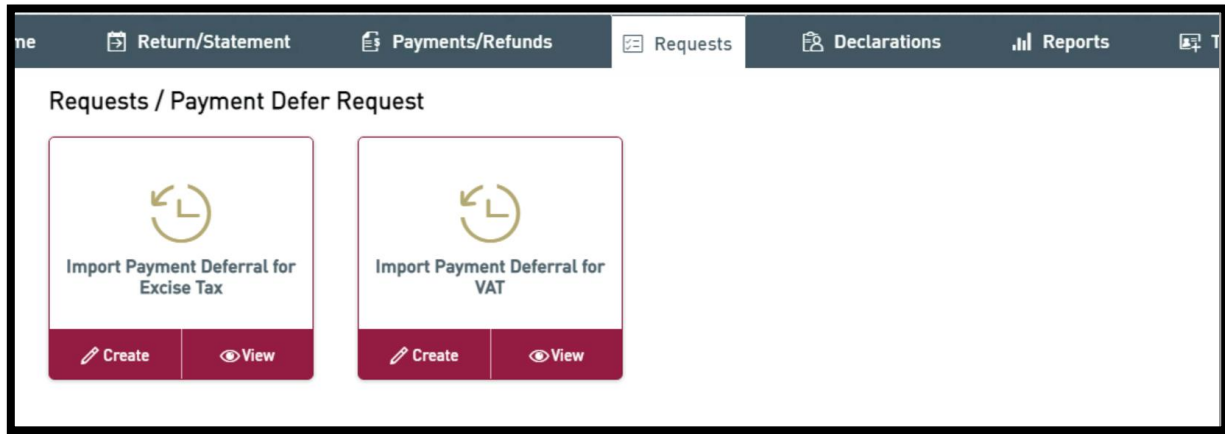
Step 4: Instructions Screen

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.

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.

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.

Step 8: Summary screen

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.

Step 10: Confirmation of receipt screen

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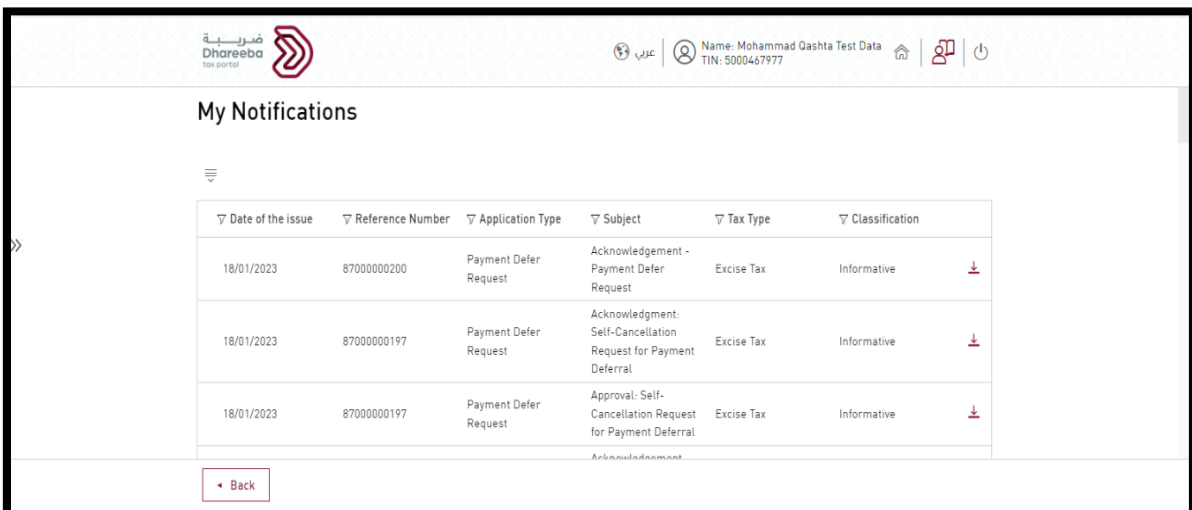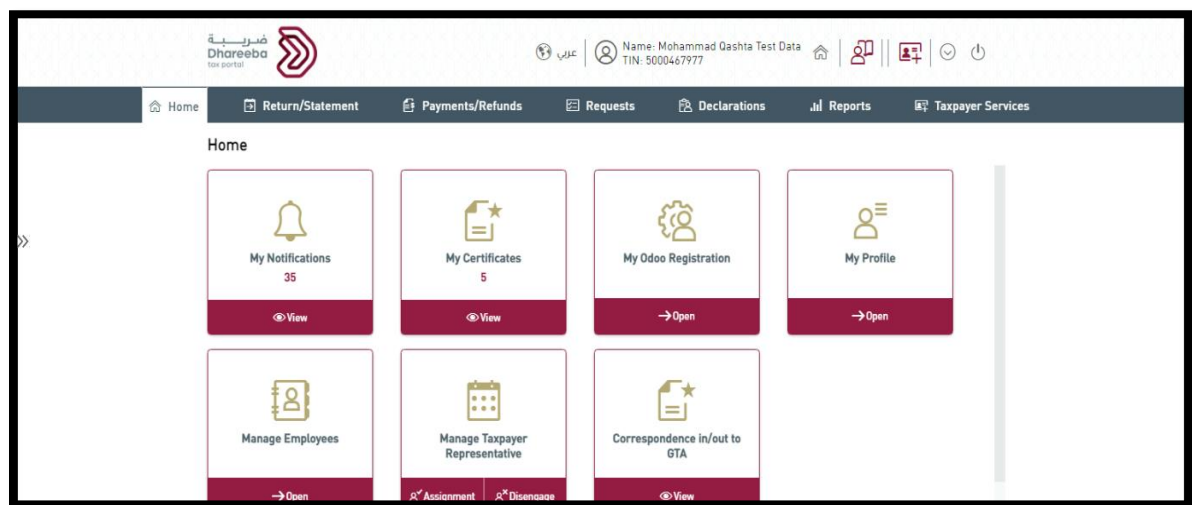
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Notification received by the Taxpayer

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.