



General Tax Authority

Taxpayer Registration Amendment

VERSION

Version 1.1 30 June 2020

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1 Purpose of this document

Taxpayers who have registered in the GTA TAS system may require to subsequently amend certain information that they had submitted at the time of registration, due to a change in circumstances.

This document covers the process which the Taxpayer needs to follow to amend:

General Information:

- Establishment Information
- Business Activity Information
- Establishment Address Details
- Owner's Information
- Establishment Contact Person

Tax Information:

- Income Tax
- Excise Tax

Wherever information is available from interface of other Ministries, then Taxpayer will not be able to make any change in Establishment Information, Business Activity Information and in Owner's Information, Taxpayer can amend only "Profit Sharing %".

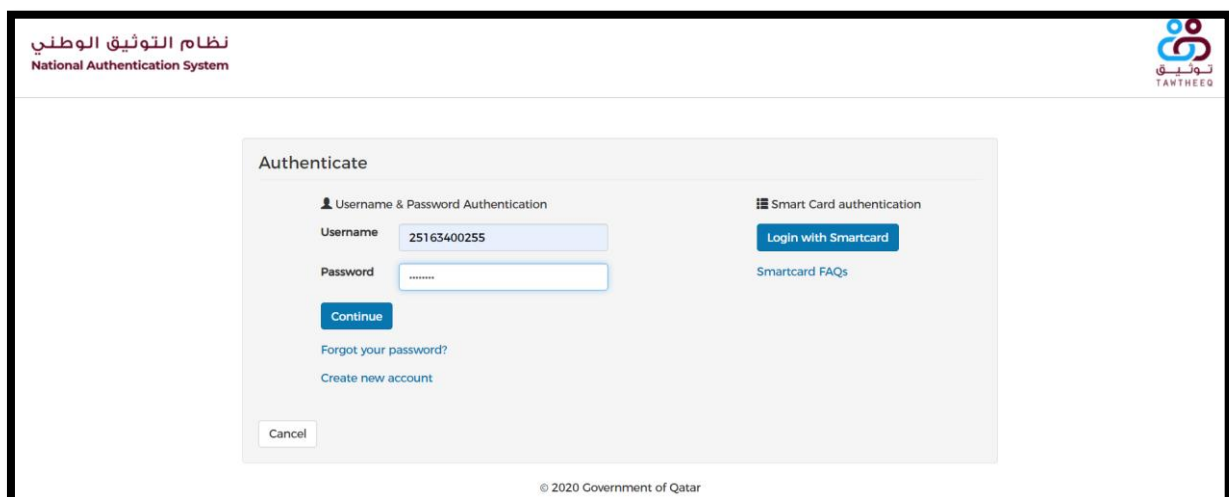
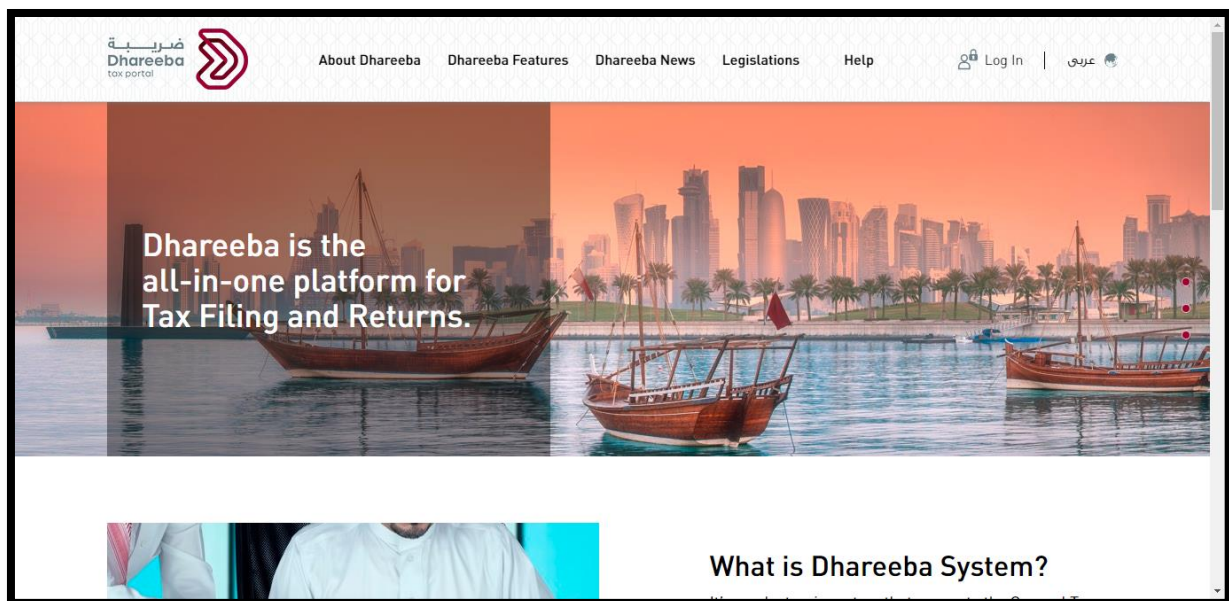
This document also covers the correspondence which GTA sends to the Taxpayer after an application is made for amendment in GTA TAS.

2 Process to be followed by Taxpayer to file a Taxpayer Registration Amendment application

The Taxpayer should follow the following process:

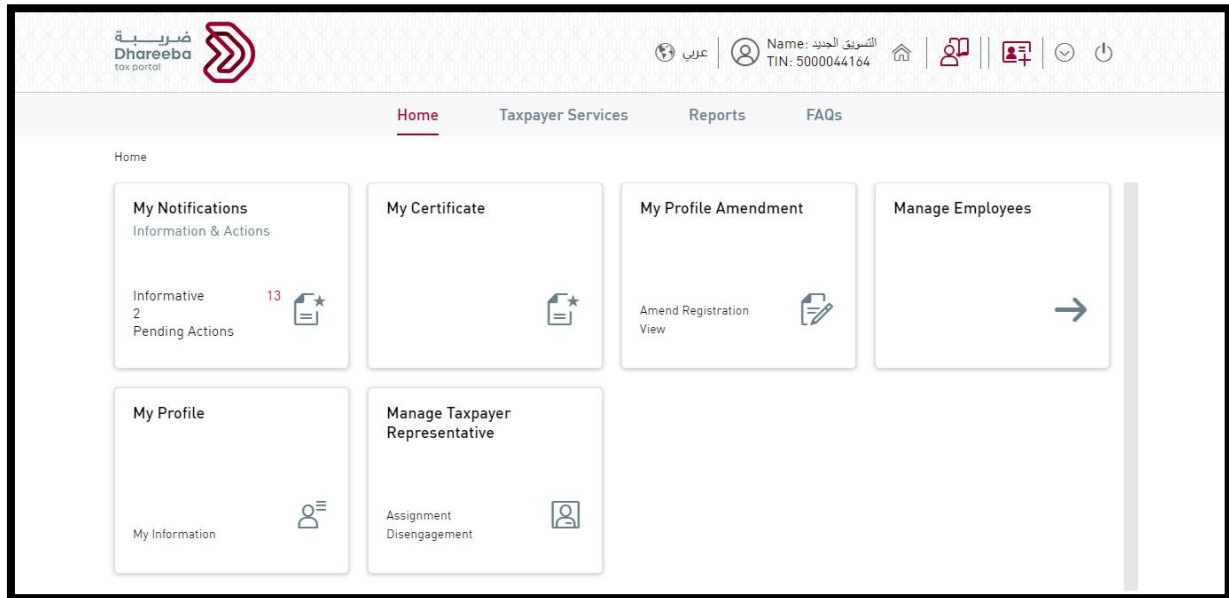
Login through the Dhareeba which gets directed to the NAS

Taxpayer should login on the Dhareeba 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:

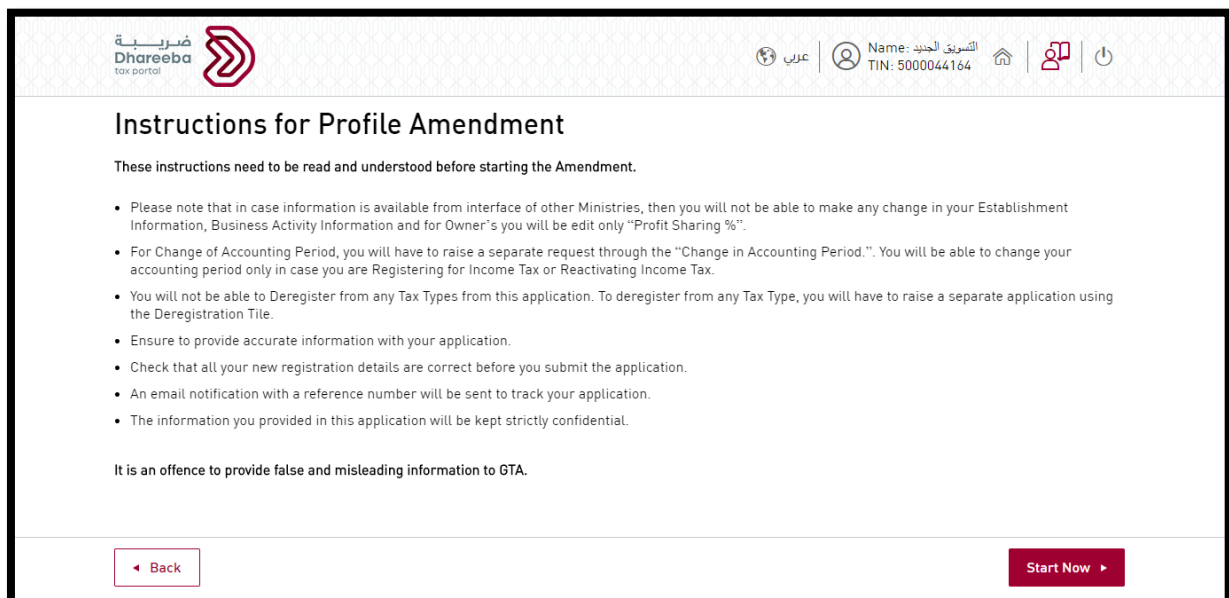


Dashboard

- Once Taxpayer logs in to the portal, the Taxpayer should click on Amend Registration link on My Profile Amendment tile.



The Taxpayer should read the Instructions for My Profile Amendment and click on “Start Now” button to proceed further.

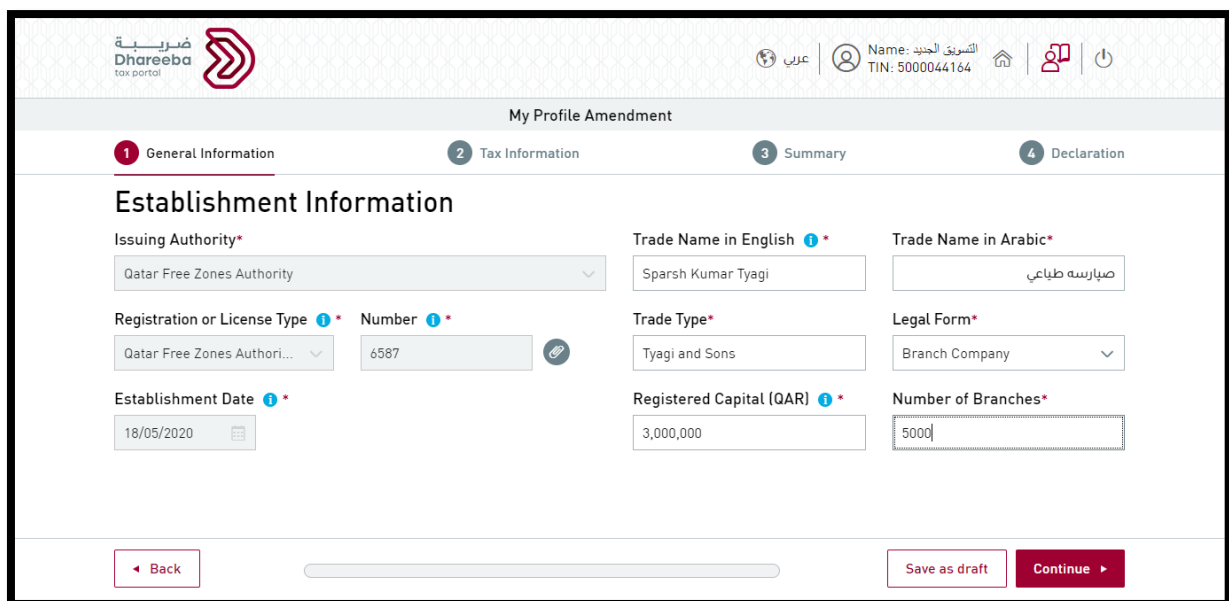


2.1 Amend Establishment Information

In the Establishment section, Taxpayer will be able to amend information like Trade Name in English and Arabic, Legal Form, Registered Capital (QAR) and Number of Branches. Taxpayer must upload Attachment to validate the new information.

The back button takes the taxpayer to the previous page. Taxpayer should click on Continue button to navigate to the next screen.

Taxpayer can amend the information on Establishment Information screen and click on Continue button to proceed to next screen.



The screenshot displays the 'My Profile Amendment' interface. At the top, there's a header with the 'Dhareeba tax portal' logo and user information: 'Name: التسويق الجديد', 'TIN: 5000044164', and a language selector set to 'عربي'. Below the header, a progress bar shows four steps: 1. General Information (active), 2. Tax Information, 3. Summary, and 4. Declaration. The main section is titled 'Establishment Information' and contains several input fields:

- Issuing Authority***: A dropdown menu showing 'Qatar Free Zones Authority'.
- Registration or License Type***: A dropdown menu showing 'Qatar Free Zones Authori...'.
- Number***: A text input field containing '6587'.
- Establishment Date***: A date picker showing '18/05/2020'.
- Trade Name in English***: A text input field containing 'Sparsh Kumar Tyagi'.
- Trade Name in Arabic***: A text input field containing 'صبارسه طياغي'.
- Trade Type***: A text input field containing 'Tyagi and Sons'.
- Legal Form***: A dropdown menu showing 'Branch Company'.
- Registered Capital (QAR)***: A text input field containing '3,000,000'.
- Number of Branches***: A text input field containing '5000'.

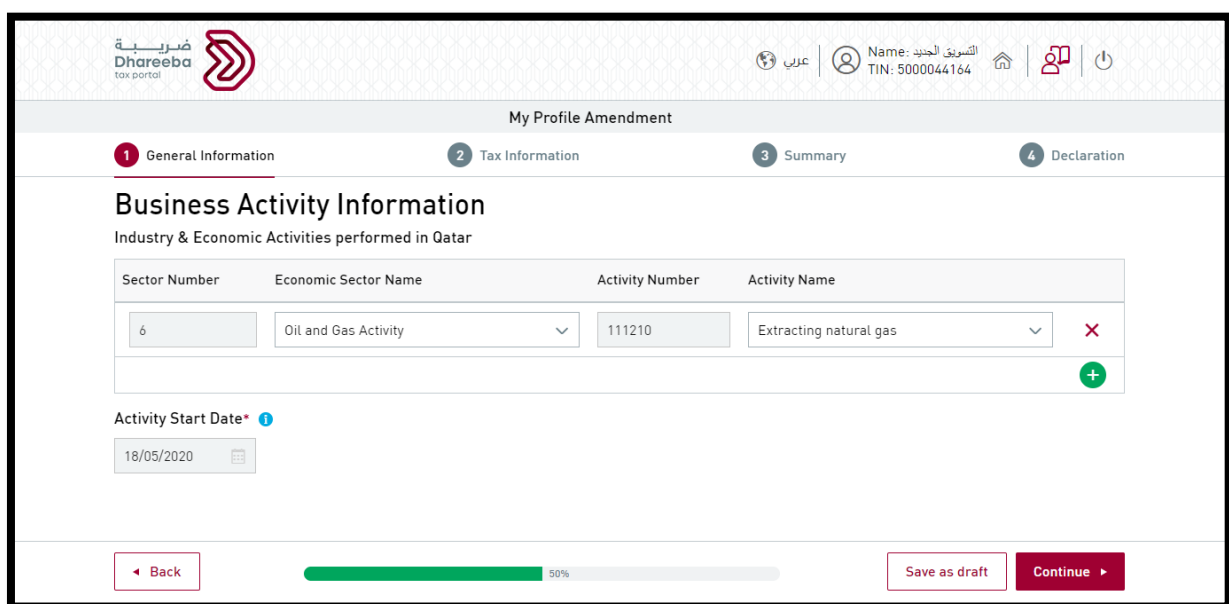
At the bottom of the form, there are three buttons: 'Back', 'Save as draft', and 'Continue'.

2.2 Amend Business Activity Information

Taxpayer will be able to add a new Activity information or to edit or delete an existing one, in all cases where the information at the time of registration application was entered manually by Taxpayer. Where registration information was fetched via an interface with Issuing Authority, then this section will not be editable.

Activity Start Date field will be editable only in case Taxpayer is registering or reactivating for Income Tax.

Taxpayer can amend the information on Business Activity Information screen and click on Continue button to proceed to next screen.



My Profile Amendment

1 General Information 2 Tax Information 3 Summary 4 Declaration

Business Activity Information

Industry & Economic Activities performed in Qatar

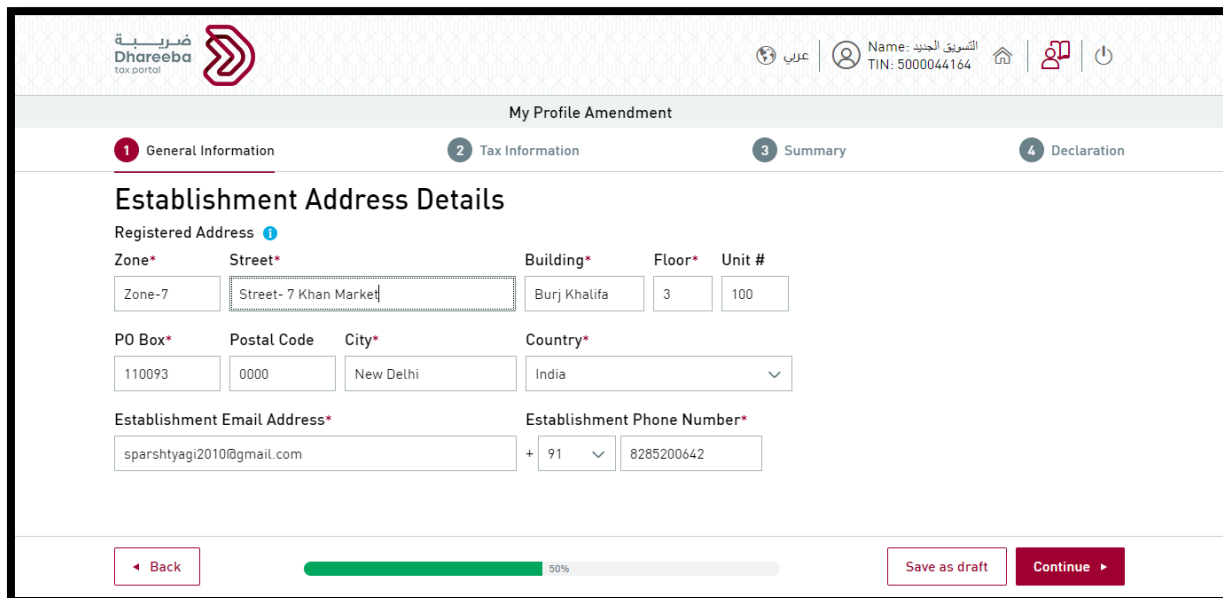
Sector Number	Economic Sector Name	Activity Number	Activity Name
6	Oil and Gas Activity	111210	Extracting natural gas

Activity Start Date* 18/05/2020

◀ Back 50% Save as draft Continue ▶

2.3 Amend Establishment Address Details

Taxpayer can amend the information on the Establishment Address Details screen and click on Continue button to proceed to next screen.



The screenshot shows the 'My Profile Amendment' screen with four tabs: 1 General Information, 2 Tax Information, 3 Summary, and 4 Declaration. The 'General Information' tab is active, displaying the 'Establishment Address Details' form. The form includes fields for Zone, Street, Building, Floor, Unit #, PO Box, Postal Code, City, Country, Establishment Email Address, and Establishment Phone Number. A progress bar at the bottom indicates 50% completion.

Zone*	Street*	Building*	Floor*	Unit #
Zone-7	Street- 7 Khan Marke	Burj Khalifa	3	100

PO Box*	Postal Code	City*	Country*
110093	0000	New Delhi	India

Establishment Email Address*: sparshtyagi2010@gmail.com

Establishment Phone Number*: + 91 8285200642

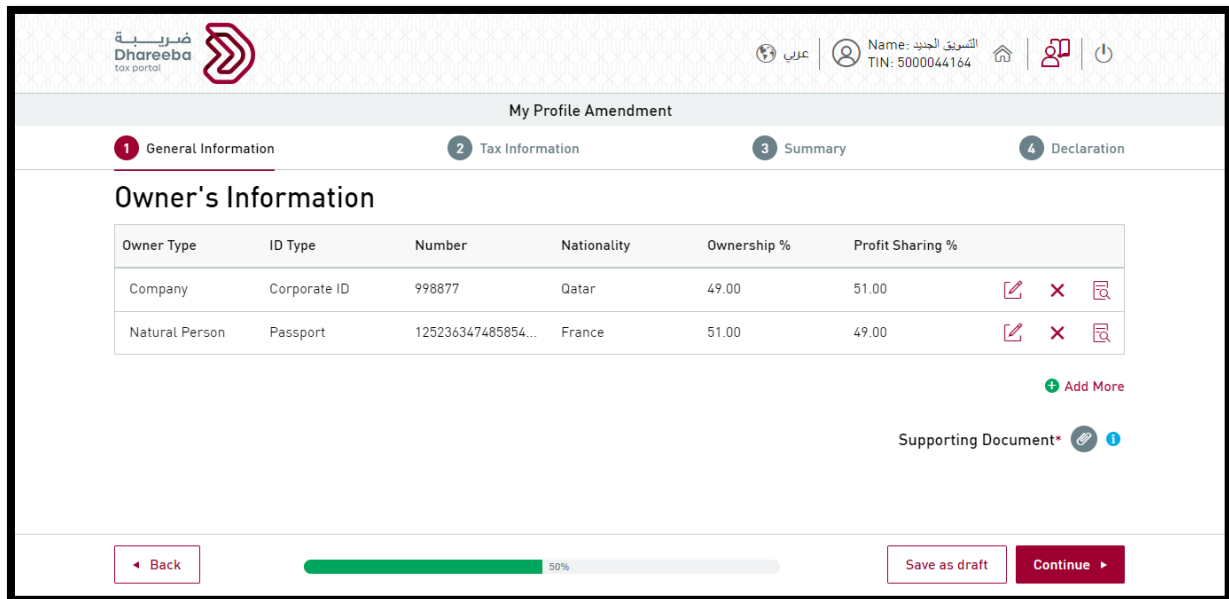
Buttons: Back, Save as draft, Continue

Progress: 50%

2.4 Amend Owner's Information

The Taxpayer can either add new owners, remove current ones, or edit the information of the current owners. However, if the interface is available with other issuing authority, then Taxpayer will be able to edit only the profit sharing % and rest of fields are non-editable.







Taxpayer can amend the information on the Owner's Information screen and click on Continue button to proceed to next screen.





My Profile Amendment

1 General Information 2 Tax Information 3 Summary 4 Declaration

Owner's Information

Owner Type	ID Type	Number	Nationality	Ownership %	Profit Sharing %	
Company	Corporate ID	998877	Qatar	49.00	51.00	  
Natural Person	Passport	125236347485854...	France	51.00	49.00	  

[+ Add More](#)

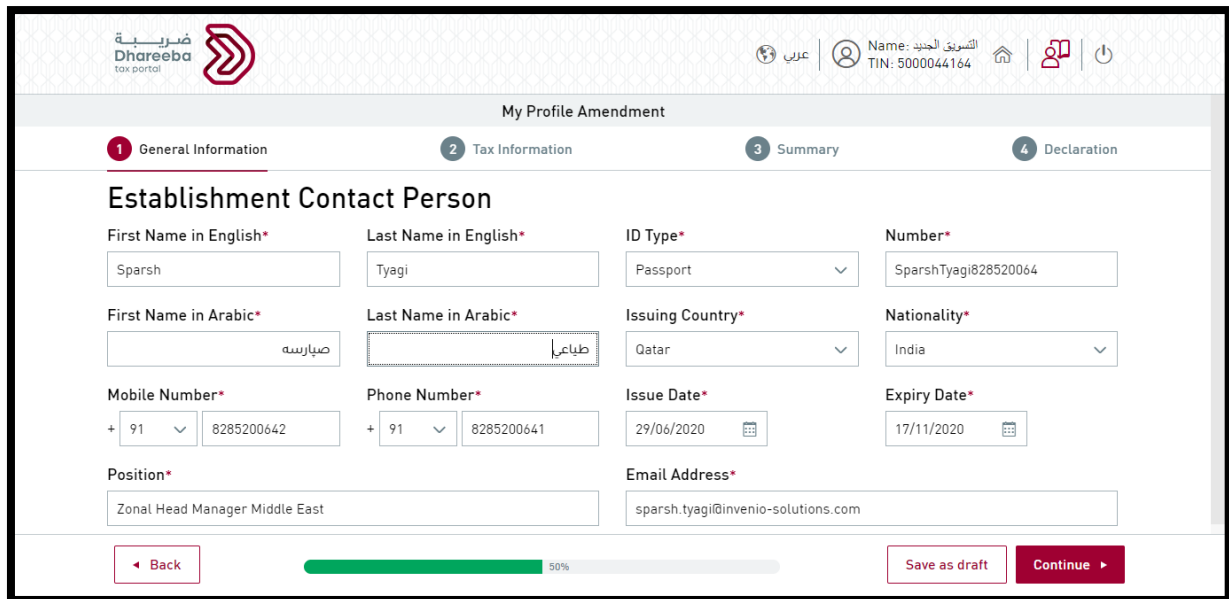
Supporting Document*  

[◀ Back](#) 50% [Save as draft](#) [Continue ▶](#)

2.5 Amend Establishment Contact Person

The Taxpayer will be able to edit existing contract person (change email/mobile details) or remove the old one and replace with a new contract person based on new ID Type and ID number.

Taxpayer can amend the information on the Establishment Contact Person screen and click on Continue button to proceed to next screen.



My Profile Amendment

1 General Information 2 Tax Information 3 Summary 4 Declaration

Establishment Contact Person

First Name in English* <input type="text" value="Sparsh"/>	Last Name in English* <input type="text" value="Tyagi"/>	ID Type* <input type="text" value="Passport"/>	Number* <input type="text" value="SparshTyagi828520064"/>
First Name in Arabic* <input type="text" value="صيارسه"/>	Last Name in Arabic* <input type="text" value="طباعي"/>	Issuing Country* <input type="text" value="Qatar"/>	Nationality* <input type="text" value="India"/>
Mobile Number* + 91 <input type="text" value="8285200642"/>	Phone Number* + 91 <input type="text" value="8285200641"/>	Issue Date* <input type="text" value="29/06/2020"/>	Expiry Date* <input type="text" value="17/11/2020"/>
Position* <input type="text" value="Zonal Head Manager Middle East"/>		Email Address* <input type="text" value="sparsh.tyagi@invenio-solutions.com"/>	

◀ Back 50% Save as draft Continue ▶

2.6 Amend Income Tax

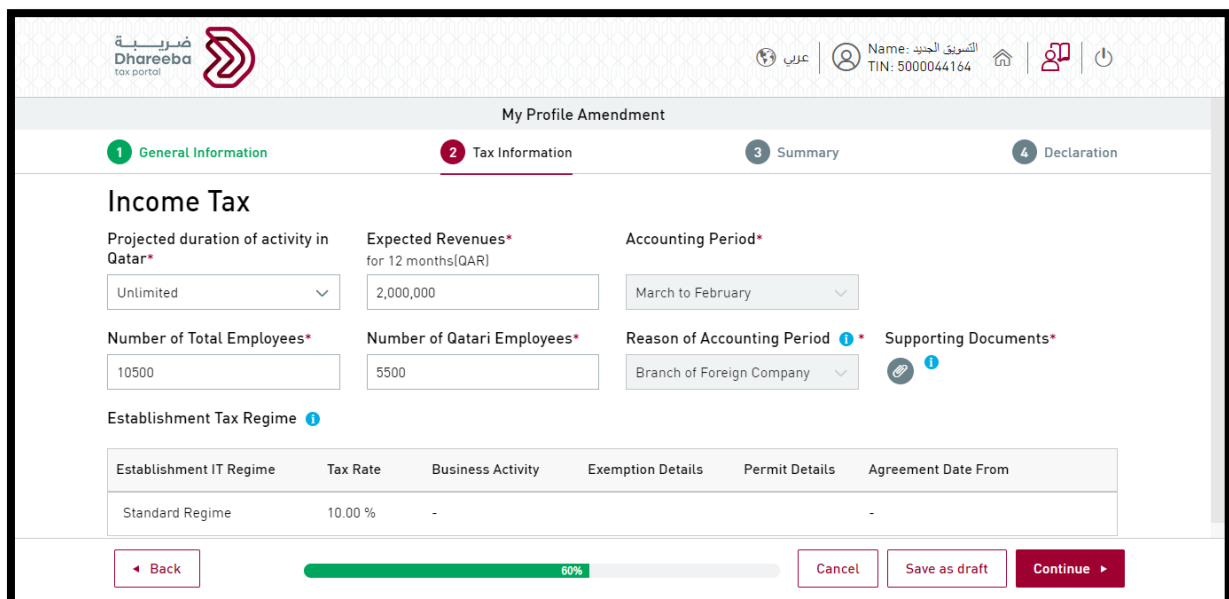
The Taxpayer can either register for Income Tax (in case the Taxpayer was not yet registered for Income Tax during registration) or can amend information on the Income Tax screen

Accounting Period field will be displayed only. In case the Taxpayer Requests for Change of Accounting Period separately and the amended Accounting Period is other than January to December, the application will be sent to GTA for approval.

The Establishment Tax Regime will either be Standard Regime or Oil and Gas Regime or can be Both. This will depend on the Business Activities of the Taxpayer selected in the “Business Activity Information” Section.

If Taxpayer adds or removes an Activity which is flagged as Oil and Gas, then Taxpayer should add or remove the Activity from Establishment Tax Regime.

Taxpayer can amend the information on the Income Tax screen and click on Continue button to proceed to next screen.



My Profile Amendment

1 General Information 2 Tax Information 3 Summary 4 Declaration

Income Tax

Projected duration of activity in Qatar*
Unlimited

Expected Revenues* for 12 months(QAR)
2,000,000

Accounting Period*
March to February

Number of Total Employees*
10500

Number of Qatari Employees*
5500

Reason of Accounting Period*
Branch of Foreign Company

Supporting Documents*

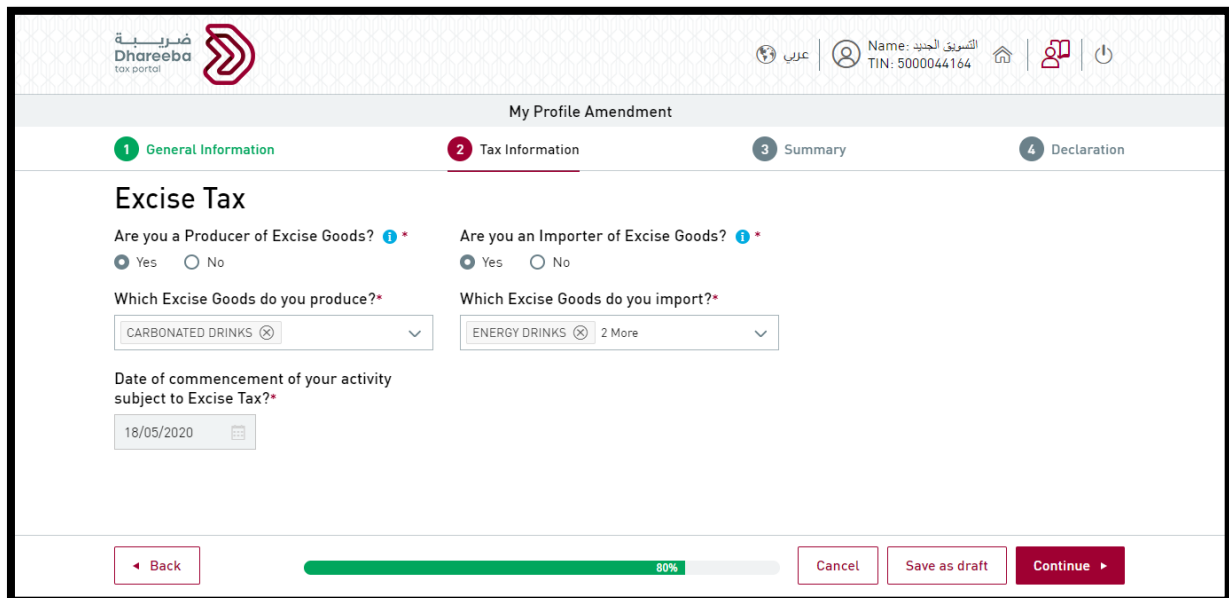
Establishment Tax Regime

Establishment IT Regime	Tax Rate	Business Activity	Exemption Details	Permit Details	Agreement Date From
Standard Regime	10.00 %	-			-

Back 60% Cancel Save as draft Continue

2.7 Amend Excise Tax

Taxpayer can amend the information on the Excise Tax screen and click on Continue button to proceed to next screen.



The screenshot shows the 'My Profile Amendment' screen in the Dhareeba tax portal. The page is titled 'Excise Tax' and is part of a four-step process: 1. General Information, 2. Tax Information (current step), 3. Summary, and 4. Declaration. The user is asked to provide information about their role as a producer or importer of excise goods. For producers, they can select 'CARBONATED DRINKS'. For importers, they can select 'ENERGY DRINKS' and indicate '2 More' items. A date of commencement of activity is set to 18/05/2020. At the bottom, there is a progress bar at 80% and buttons for 'Back', 'Cancel', 'Save as draft', and 'Continue'.

My Profile Amendment

1 General Information 2 Tax Information 3 Summary 4 Declaration

Excise Tax

Are you a Producer of Excise Goods? **i ***

☒ Yes ☐ No

Are you an Importer of Excise Goods? **i ***

☒ Yes ☐ No

Which Excise Goods do you produce?*

CARBONATED DRINKS ☒

Which Excise Goods do you import?*

ENERGY DRINKS ☒ 2 More

Date of commencement of your activity subject to Excise Tax?*

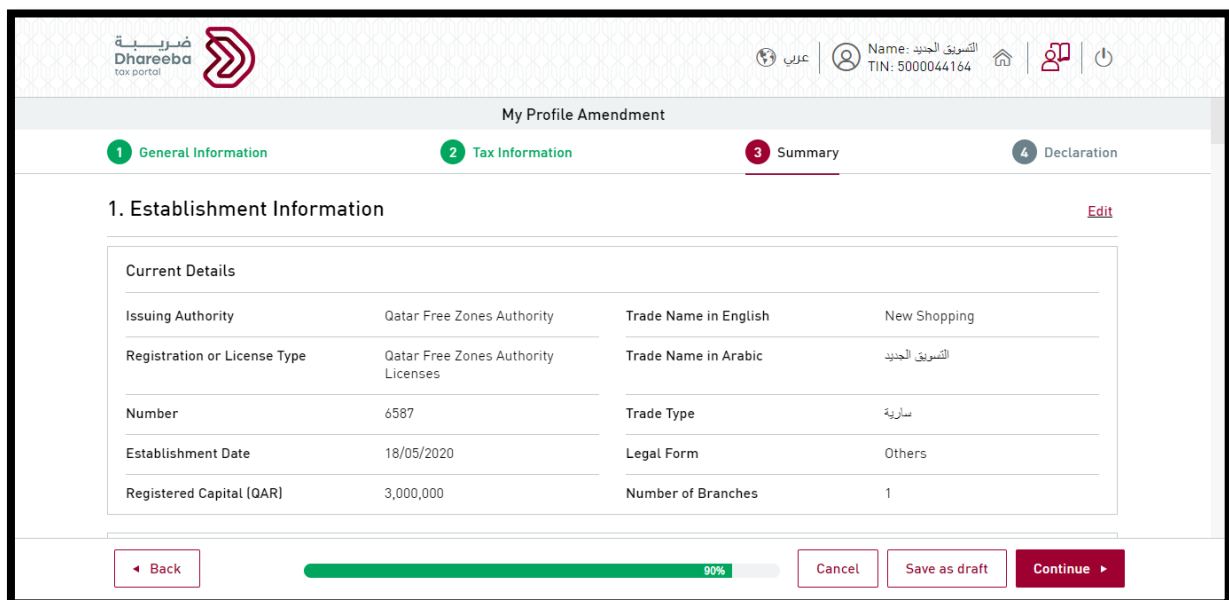
18/05/2020

80%

2.8 Summary

After making all the required changes, clicking on the continue button will navigate the Taxpayer on the Summary page.

On the Summary page, Taxpayer will be able to view his new and previous information side by side.



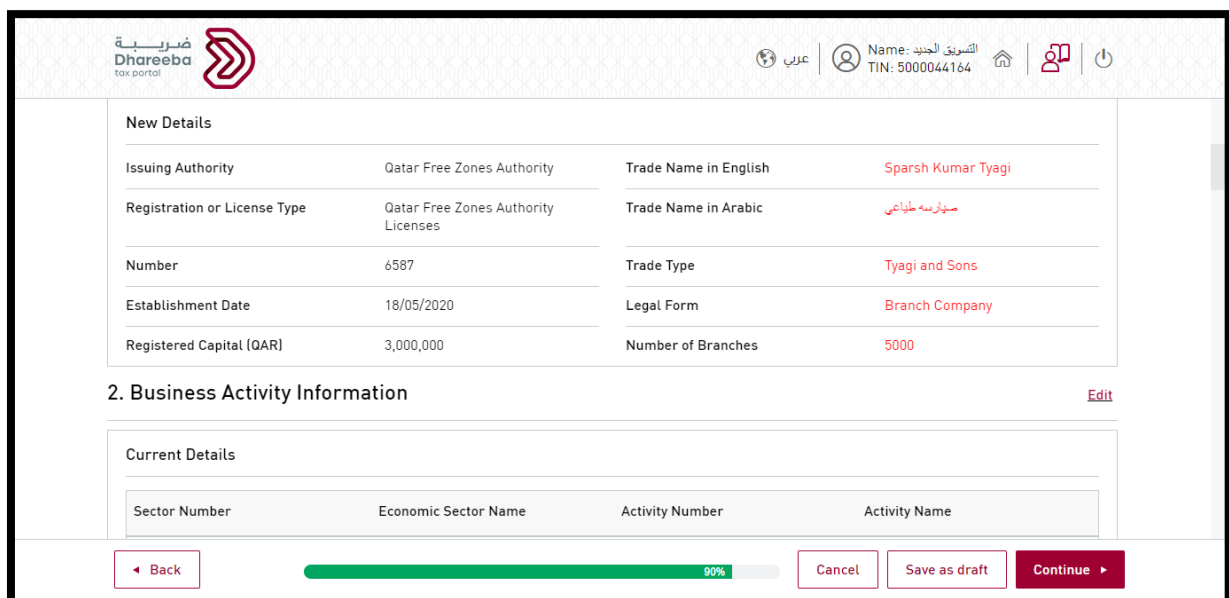
My Profile Amendment

1 General Information 2 Tax Information 3 Summary 4 Declaration

1. Establishment Information [Edit](#)

Current Details			
Issuing Authority	Qatar Free Zones Authority	Trade Name in English	New Shopping
Registration or License Type	Qatar Free Zones Authority Licenses	Trade Name in Arabic	التسويق الجديد
Number	6587	Trade Type	سارية
Establishment Date	18/05/2020	Legal Form	Others
Registered Capital (QAR)	3,000,000	Number of Branches	1

◀ Back 90% Cancel Save as draft Continue ▶



My Profile Amendment

1 General Information 2 Tax Information 3 Summary 4 Declaration

2. Business Activity Information [Edit](#)

New Details			
Issuing Authority	Qatar Free Zones Authority	Trade Name in English	Sparsh Kumar Tyagi
Registration or License Type	Qatar Free Zones Authority Licenses	Trade Name in Arabic	مشاركته طياغي
Number	6587	Trade Type	Tyagi and Sons
Establishment Date	18/05/2020	Legal Form	Branch Company
Registered Capital (QAR)	3,000,000	Number of Branches	5000

Current Details

Sector Number	Economic Sector Name	Activity Number	Activity Name
---------------	----------------------	-----------------	---------------

◀ Back 90% Cancel Save as draft Continue ▶

Dhareeba
tax portal

عربي

Name: التسوق الجديد
TIN: 5000044164

Activity Start Date

18/05/2020

3. Establishment Address Details

Edit

Current Details

Registered Address

40,41,41,43,,1234,4321,Doha,Qatar

Establishment Phone Number

+974 44444444

Establishment Email Address

sparshtyagi2010@gmail.com

New Details

Registered Address

Zone-7,Street- 7 Khan
Market,Burj
Khalifa,3,100,110093,0000,New
Delhi,India

Establishment Phone Number

+91 8285200642

Establishment Email Address

sparshtyagi2010@gmail.com

◀ Back

90%

Cancel

Save as draft

Continue ▶

4. Owner's Information [Edit](#)

Current Details

Owner Type	ID Type	Number	Nationality	Ownership %	Profit Sharing %
Company	Corporate ID	998877	Qatar	49.00	51.00
Natural Person	Passport	12523634748585437938	France	51.00	49.00

New Details

Owner Type	ID Type	Number	Nationality	Ownership %	Profit Sharing %	Action
Company	Corporate ID	998877	Qatar	49.00	51.00	-

[Back](#)

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


5. Establishment Contact Person [Edit](#)






Current Details

First Name in English	احمد	Last Name in English	خالد
First Name in Arabic	احمد	Last Name in Arabic	خالد
ID Type	Passport	Number	45675
Position	مدير	Issuing Country	Kuwait
Mobile Number	+974 77777777	Nationality	Kuwait
Phone Number	+974 45454545	Issue Date	31/05/2020
Email Address	sparsht@gmail.com	Expiry Date	17/06/2031

[Back](#)

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



 عربي |
  Name: التسوق الجديد
TIN: 5000044164 |
  |
  |
 

<p>Projected duration of activity in Qatar</p> <p>Unlimited</p>	<p>Accounting Period</p> <p>March to February</p>
<p>Expected Revenues for 12 months(QAR)</p> <p>2,000,000</p>	<p>Reason of Accounting Period</p> <p>Branch of Foreign Company</p>
<p>Number of Total Employees</p> <p>10500</p>	<p>Number of Qatari Employees</p> <p>5500</p>

Establishment IT Regime	Tax Rate	Business Activity	Exemption Details	Permit Details	Agreement Date From
Standard Regime	10.00 %	-			-

New Details

<p>Projected duration of activity in Qatar</p> <p>Unlimited</p>	<p>Accounting Period</p> <p>March to February</p>
<p>Expected Revenues</p> <p>2,000,000</p>	<p>Reason of Accounting Period</p> <p>Branch of Foreign Company</p>

◀ Back

90%

Cancel

Save as draft

Continue ▶

ضريبة
Dhareeba
tax portal

عربي

Name: التسوق الجديد
TIN: 5000044164

Number of Total Employees: 10500

Number of Qatari Employees: 5500

Establishment IT Regime	Tax Rate	Business Activity	Exemption Details	Permit Details	Agreement Date From	Action
Standard Regime	10.00 %	-			-	-

7. Excise Tax Edit

Current Details

Are you a Producer of Excise Goods? No

Which Excise Goods do you produce?

Date of commencement of your activity subject to Excise Tax? 18/05/2020

Are you an Importer of Excise Goods? No

Which Excise Goods do you import?

[Back](#)

90%

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

New Details

Are you a Producer of Excise Goods? Yes

Which Excise Goods do you produce? CARBONATED DRINKS

Date of commencement of your activity subject to Excise Tax? 18/05/2020

Are you an Importer of Excise Goods? Yes

Which Excise Goods do you import? TOBACCO AND ITS DERIVATIVES,CARBONATED DRINKS,ENERGY DRINKS

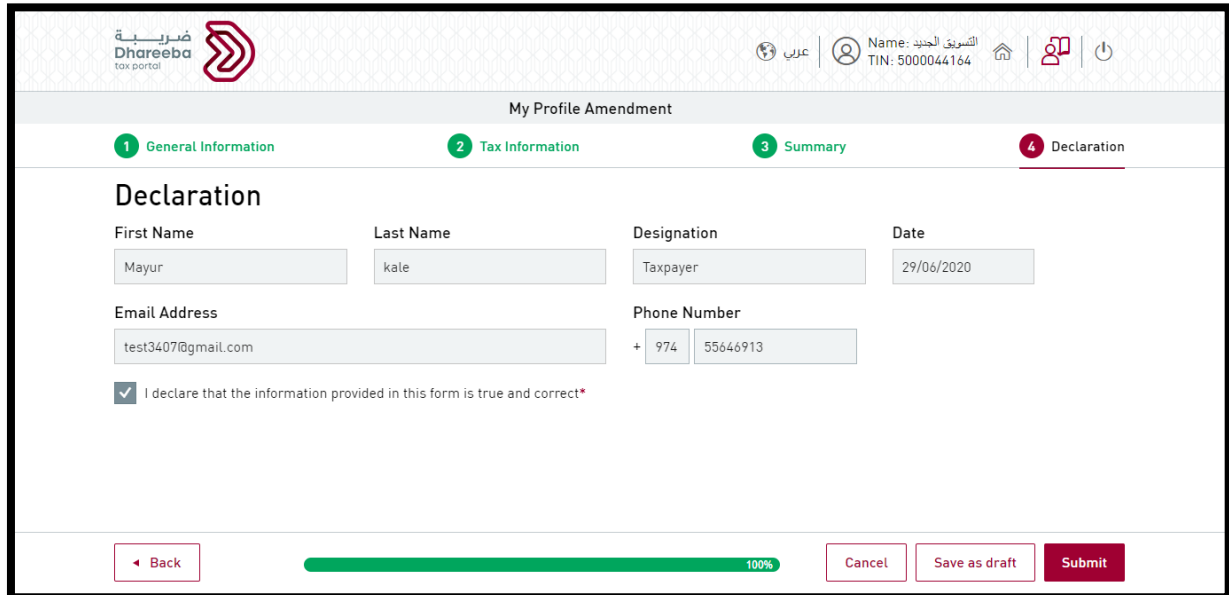
[Back](#)

90%

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

2.9 Declaration

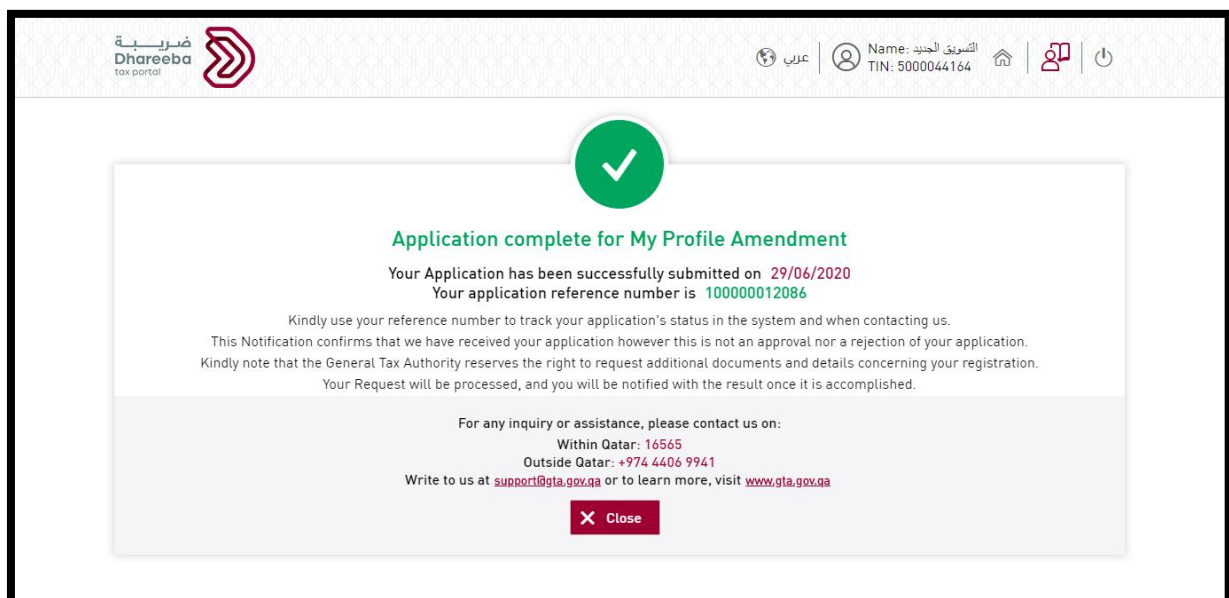
This step is the last step that Taxpayer will go through to make sure information provided by taxpayer while registering are correct. The Taxpayer should mandatorily select the check box and click on Submit.



The screenshot shows the 'My Profile Amendment' form with four steps: 1. General Information, 2. Tax Information, 3. Summary, and 4. Declaration. The 'Declaration' step is active. It contains fields for First Name (Mayur), Last Name (kale), Designation (Taxpayer), Date (29/06/2020), Email Address (test3407@gmail.com), and Phone Number (+974 55646913). A checkbox is checked with the text 'I declare that the information provided in this form is true and correct*'. At the bottom, there are buttons for 'Back', 'Cancel', 'Save as draft', and 'Submit', along with a progress bar showing 100% completion.

Acknowledgement

This page is displayed once the taxpayer completes and submits the application, notifying him that his application for Amendment of Tax Registration is completed having the reference number.

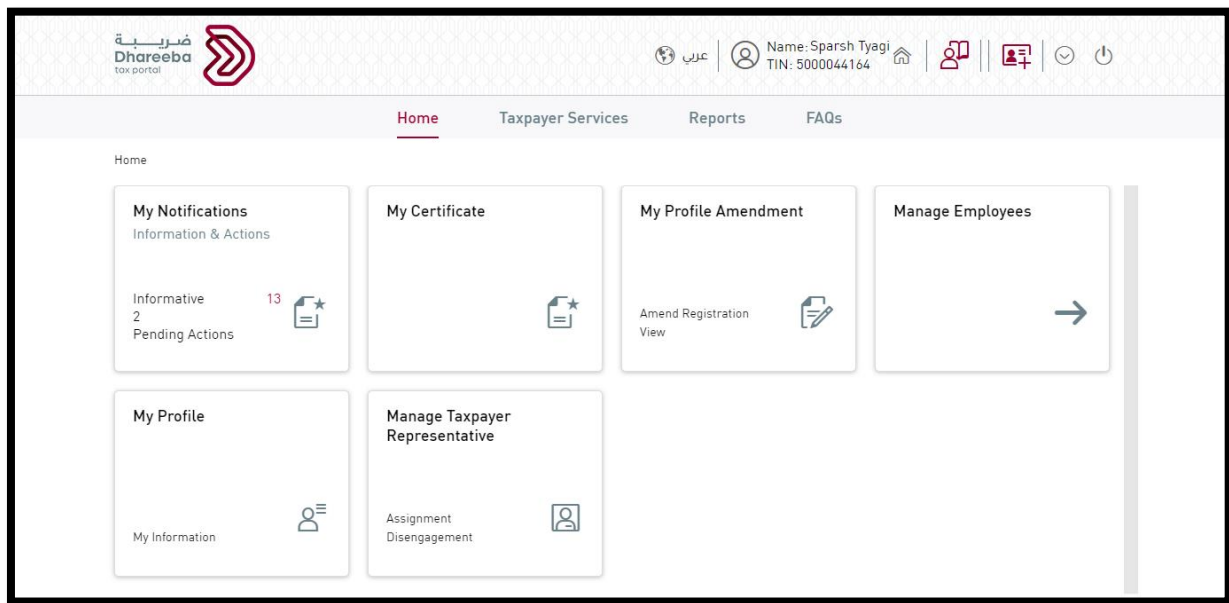



The screenshot shows a confirmation message with a green checkmark icon. The text reads: 'Application complete for My Profile Amendment', 'Your Application has been successfully submitted on 29/06/2020', and 'Your application reference number is 100000012086'. It includes instructions to use the reference number to track the application and a disclaimer that the notification is not an approval or rejection. Contact information for the General Tax Authority is provided, including phone numbers for within and outside Qatar, and an email address (support@gt.a.gov.qa). A 'Close' button is at the bottom.

3 Annexure - Notifications received by Taxpayer on submission

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.






عربي
Name: Sparsh Tyagi
TIN: 5000044164

Declarations

▽ Date of the issue	▽ Reference Number	▽ Application Type	▽ Subject	▽ Tax Type	▽ Classification	
29/06/2020	100000012086	Registration Amendment	Acknowledgement Letter - Registration Amendment	General	Informative	↓
29/06/2020	100000012086	Registration Amendment	Approval - Registration Amendment	General	Informative	↓



عربي
Name: Sparsh Tyagi
TIN: 5000044164

Declarations

▽ Date of the issue	▽ Reference Number	▽ Application Type	▽ Subject	▽ Tax Type	▽ Classification	
29/06/2020	100000012086	Registration Amendment	Acknowledgement Letter - Registration Amendment	General	Informative	↓
29/06/2020	100000012086	Registration Amendment	Clarification Letter for missing info - Registration Amendment	General	Pending Action	↓
29/06/2020	100000012086	Registration Amendment	Additional information received - Registration Amendment	General	Informative	↓
29/06/2020	100000012086	Registration Amendment	Rejection - Registration Amendment	General	Informative	↓

3.2 Notifications received by Taxpayer

The Taxpayer will receive an SMS, Email and PDF Notification from GTA

Acknowledgment Notifications when the Taxpayer submits Registration Amendment Application.

Documents, Clarification, and Information requirement Notifications when GTA requests for Additional Information.

Acknowledgement of receiving Documents, Clarification, and Information once Taxpayer submits Additional Information.

Rejection of the Registration Amendment Application.

Approval of the Registration Amendment Application.