



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:



نظام التوثيق الوطني National Authentication System				توتيري Tawtheeo
	Authenticate			
	L Username & P	assword Authentication	Smart Card authentication	
	Username 2	5163400255	Login with Smartcard	
	Password		Smartcard FAQs	
	Continue			
	Forgot your pass	word?		
	Create new acco	unt		
	Cancel			
		© 2020 Gove	rnment of Qatar	



Dashboard

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

	Home Taxpayer S	ervices Reports FAQs	
ome			
My Notifications Information & Actions	My Certificate	My Profile Amendment	Manage Employees
Informative 13 2 Pending Actions		Amend Registration	\rightarrow
My Profile	Manage Taxpayer Representative		
o≡	Assignment	1	

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

مريبة Dhareeba tox portal TIN: 5000044164 合 4 4 0
Instructions for Profile Amendment
These instructions need to be read and understood before starting the Amendment.
 Please note that in case information is available from interface of other Ministries, then you will not be able to make any change in your Establishment Information, Business Activity Information and for Owner's you will be edit only "Profit Sharing %".
 For Change of Accounting Period, you will have to raise a separate request through the "Change in Accounting Period.". You will be able to change your accounting period only in case you are Registering for Income Tax or Reactivating Income Tax.
 You will not be able to Deregister from any Tax Types from this application. To deregister from any Tax Type, you will have to raise a separate application using the Deregistration Tile.
Ensure to provide accurate information with your application.
Check that all your new registration details are correct before you submit the application.
 An email notification with a reference number will be sent to track your application.
The information you provided in this application will be kept strictly confidential.
It is an offence to provide false and misleading information to GTA.



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.

	,	endment	
1 General Information	2 Tax Information	3 Summary	4 Declaratio
Establishment Infor	mation		
Issuing Authority*		Trade Name in English	Trade Name in Arabic*
Qatar Free Zones Authority		Sparsh Kumar Tyagi	صپارسه طياعي
Registration or License Type 🚺 * 🔥	Number 🕕 *	Trade Type*	Legal Form*
Qatar Free Zones Authori $$	6587	Tyagi and Sons	Branch Company 🗸 🗸
Establishment Date 👔 *		Registered Capital (QAR) 👔 *	Number of Branches*
18/05/2020		3,000,000	5000



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 De	claratio
Industry & Economic A	civity Informati activities performed in Qa Economic Sector Name		Activity Number	Activity Name		
6	Oil and Gas Activity	~	111210	Extracting natural gas	\sim	×
						Ð
Activity Start Date* 🚺						
18/05/2020						



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.

			My Profile Ameno	lment		
1 General	Information	2	Tax Information		3 Summary	4 Decl
Establi	ishment A	ddress Deta	ails			
Registered / Zone*	Address 🕦 Street*		Building*	Floor*	Unit #	
Zone-7	Street- 7 Khar	n Market	Burj Khalifa	3	100	
P0 Box*	Postal Code	City*	Country*			
110093	0000	New Delhi	India		\sim	
Establishme	ent Email Address	•	Establishment	Phone Nun	nber*	
sparshtyagi	2010@gmail.com		+ 91 ~	8285200642		



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 P	rofile Amendmen	t				
1 General Inform	ation	2 Tax Inform	nation	3 Summ	nary	4	Deo	claratio
Owner's Ir	nformation							
Owner Type	ID Type	Number	Nationality	Ownership %	Profit Sharing %			
Company	Corporate ID	998877	Qatar	49.00	51.00		×	٦
Natural Person	Passport	125236347485854	France	51.00	49.00		×	Ð
							() A	dd Mor
					Supporting	Docume	nt*	Ø (



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 Ame	ndment	
1 General Information	2 Tax Information	3 Summary	4 Declaration
Establishment Con	tact Person		
First Name in English*	Last Name in English*	ID Type*	Number*
Sparsh	Tyagi	Passport 🗸	SparshTyagi828520064
First Name in Arabic*	Last Name in Arabic*	Issuing Country*	Nationality*
صپارسه	طياعي	Qatar 🗸 🗸	India 🗸 🗸
Mobile Number*	Phone Number*	Issue Date*	Expiry Date*
+ 91 ~ 8285200642	+ 91 ~ 8285200641	29/06/2020	17/11/2020
Position*		Email Address*	
Zonal Head Manager Middle East		sparsh.tyaqi@invenio-solutions.com	



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.

فتریب <u>=</u> Dhareeba tox portol		: Name ا عربي 🕅 Name ا عربي 🕅 TIN: 500	التسويق الجنير 10044164 🕋 🍐 🗗 🕚
	My Profile Am	endment	
1 General Information	2 Tax Information	3 Summary	4 Declaration
Income Tax			
Projected duration of activity in Qatar*	Expected Revenues* for 12 months[QAR]	Accounting Period*	
Unlimited 🗸	2,000,000	March to February \sim	
Number of Total Employees*	Number of Qatari Employees*	Reason of Accounting Period () * Supp	porting Documents*
10500	5500	Branch of Foreign Company 🔍 🥔	0
	Rate Business Activity Ex	xemption Details Permit Details Agreem	ient Date From
▲ Back	60%	Cancel	ave as draft Continue ►



2.7 Amend Excise Tax

فتریب Dhareeba tox portol		ب 🕄	ا عربي 🔕 Name TIN: 5	التسويق الجديد :e 5000044164	0 <mark>ආ</mark> U	
	My Profile Amendment					
1 General Information	2 Tax Information	3 9	Summary		4 Declaration	
Excise Tax						
Are you a Producer of Excise Goods? () * • Yes O No	Are you an Importer of Excise Goods? Yes O No	() *				
Which Excise Goods do you produce?*	Which Excise Goods do you import?*	~				
Date of commencement of your activity subject to Excise Tax?*						
18/05/2020						
4 Back	80%		Cancel	Save as draft	Continue ►	

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



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 A		
General Information	2 Tax Information	3 Summa	Declarati
Establishment Informa	ation		Ec
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 back back 			Cancel Save as draft Continue (@ Name: السريق لجنيد الجني TIN: 5000044164 ක ص
فتریب. hareeba			
فتريب hareeba soortal New Details	Qatar Free Zones Authority		
فعريب hareeba xeortai New Details Issuing Authority	Qatar Free Zones Authority Qatar Free Zones Authority Licenses	عرب 🚱	السينية الحنيد : السينية الحنيد : Name السينية الحنيد : TIN: 5000044164 कि ص
غرب hareeba weorat New Details Issuing Authority Registration or License Type	Qatar Free Zones Authority	عرب 🚱 عرب Trade Name in English	السَرِينَ الْحَدِدِ الْحَدِدِ الْحَدِ TIN: 5000044164
Back Back Constraints Second Secon	Qatar Free Zones Authority Licenses	عربی 🚱 Trade Name in English Trade Name in Arabic	التسريق الجنيد : التسريق الجنيد : TIN: 5000044164 कि இ (Sparsh Kumar Tyagi مياريد طياعي
فتریب hareeba کی New Details Issuing Authority Registration or License Type Number	Qatar Free Zones Authority Licenses 6587	عرب 🚱 عرب Trade Name in English Trade Name in Arabic Trade Type	التیریزی لیجنید ایجنید (کی التیریزی لیجنید) Name: التیریزی لیجنید Sparsh Kumar Tyagi موارسه طیاعی Tyagi and Sons
فریے ب hareeba portails Issuing Authority Registration or License Type Number Establishment Date	Qatar Free Zones Authority Licenses 6587 18/05/2020 3,000,000	عرب آی Trade Name in English Trade Name in Arabic Trade Type Legal Form	ی السرین الجب : السرین الجب : السرین الجب : IN: 5000044164 ه السرین الجب Sparsh Kumar Tyagi میان سه طیاعی Tyagi and Sons Branch Company
فتریب hareeba xoortoi New Details Issuing Authority Registration or License Type Number Establishment Date Registered Capital (QAR)	Qatar Free Zones Authority Licenses 6587 18/05/2020 3,000,000	عرب آی Trade Name in English Trade Name in Arabic Trade Type Legal Form	التسريق للجنيد الجنيد التعريق (محمد التسريق الجنيد التعريق) (م) التسريق الجنيد التعريق) (م) التسريق التعريق ا معالي التعالي (م)



. Business Activity Info	rmation		E
Current Details			
Sector Number	Economic Sector Name	Activity Number	Activity Name
6	Oil and Gas Activity	111210	Extracting natural gas
Activity Start Date	18/05/2020	Expected Activity Start Date	
New Details			
Sector Number	Economic Sector Name Activity Num	ber Activity Name	Action
6	Oil and Gas Activity 111210	Extracting natur	al gas -
 Back فريب بنا 			Ancel Save as draft Continue
 Back Activity Start Date 	18/05/2020		ancel Save as draft Continue (ه التسريق الجديد الجديد المحالة) Name: التسريق الحديث الحالة المحالة ال
غريب bhareeba xeortal			
نم ري بن hareeba x portai Activity Start Date			السرين الحديد Name: السرين الحديث TIN: 5000044164 कि 2
غریب hareeba x porta Activity Start Date Establishment Addres			السرين الحديد Name: السرين الحديث TIN: 5000044164 कि 2
غرب Dhareeba xrooral Activity Start Date . Establishment Addre: Current Details	ss Details 40,41,41,43,,1234,4321,Doha,Qata	عرب 🚱	السرين الحديد Name: السرين الحديد TIN: 5000044164 कि 2
مرب ب Shareeba x corrai Activity Start Date Establishment Addres Current Details Registered Address	55 Details 40,41,41,43,,1234,4321,Doha,Qata r	عرب 🚱	السرين الحديد Name: السرين الحديد TIN: 5000044164 कि 2
مريب hareeba کې Activity Start Date Establishment Addres Current Details Registered Address Establishment Email Address	55 Details 40,41,41,43,,1234,4321,Doha,Qata r	عرب 🚱	السرين الحديد Name: السرين الحديد TIN: 5000044164 कि 2



. Owner's Info	rmation				Ed
Current Details					
Owner Type	ID Type	Number	Nationality	Ownership %	Profit Sharing %
Company	Corporate ID	998877	Qatar	49.00	51.00
Natural Person	Passport	1252363474858543 7938	France	51.00	49.00
New Details					
Owner Type	ID Type	Number National	ity 0	wnership % Profit Sha	aring % Action
Company	Corporate ID	998877 Qatar		49.00 51.00	-
Back			90%	Cancel	ave as draft Continue
	Passport	1252363474858 France 5437938 France			ave as draft Continue م التسريق الحديد 20044164 合 ص
 Back Dhareeba מג portal Natural 		5437938 France		. Name: ا	nanananan
 Back Dhareeba ox.portal Natural Person 		5437938 France		. Name: ا	السرين الحني 20044164 🙈 🖓 🔇
 ▲ Back Dhoreeba Dhoreeba Dhoreeba Dhoreeba Dhoreeba Naturat Person Establishmen 	nt Contact Pe	5437938 France		ا عربي (الح) Name: المربي الح) المربي الح) الح) الح) الح) الح) الح) الح) الح)	السرين الحني 20044164 🙈 🖓 🔇
Back Back A Back	nt Contact Pe	5437938 Flance		ال ا	السرين الحني 20044164 🙈 🖓 🔇
 Back Dhareeba محمد المحمد المحم	nt Contact Pe	5437938 France rson	Last Name in Engl	ال ا	التسريق الحديد 200044164 중 원 ((- Ed
 Back Characeba مريد Natural Person Establishmen Current Details First Name in Arabia 	nt Contact Pe	5437938 France rson	Last Name in Engl	ی ایس ایس ایس ایس (۲۵ میلی ۱۹۵۵) 51.00 49.00 ish عالد ic عالد	التسريق الحديد 20044164 எ الكسريق الحديد - <u>Ed</u>
Back Back Standard Standard Standard Standard Standard Standard Standard Standard Standard Standard	nt Contact Pe	s437938 France rson احمد Passport	Last Name in Engl Last Name in Arab	الله الله الله الله الله الله الله الل	التسريق الحيد 10044164 ि ال



New Details			
First Name in English	Sparsh	Last Name in English	Туаді
First Name in Arabic	مىيارىيە	Last Name in Arabic	طياعي
ID Туре	Passport	Number	SparshTyagi828520064
Position	Zonal Head Manager Middle East	Issuing Country	Qatar
Mobile Number	+91 8285200642	Nationality	India
Phone Number	+91 8285200641	Issue Date	29/06/2020
Email Address	sparsh.tyagi@invenio- solutions.com	Expiry Date	17/11/2020
. Income Tax			Edit
Current Details			
■ Back		90% C	Cancel Save as draft Continue ►
فىرىيە Dhareeba toxportol		عربي 🕅	الشريق الحبو: الحبو: المريق الحبو: المريق الحبو: Name: المريق الحبو: TIN: 5000044164
Projected duration of activity in Qatar	Unlimited	Accounting Period	March to February
		Reason of Accounting Period	Branch of Foreign Company

Number of Qatari Employees

Exemption Details

Accounting Period

Reason of Accounting Period

90%

5500

March to February

Save as draft

Branch of Foreign Company

Continue 🕨

Agreement Date From

Permit Details

Cancel

for 12 months(QAR)

Establishment IT Regime

New Details

Expected Revenues

Back

Standard Regime

Projected duration of activity in Qatar

Number of Total Employees

10500

Unlimited

2,000,000

Business Activity

Tax Rate

10.00 %

الهيئة العامة للضرائب GENERAL TAX AUTHORITY



Number of Total Employees	10500	Number of Qatari Employees 5500
Establishment IT Regime Tax Rate	Business Activity	Exemption Details Permit Details Agreement Date Action From
Standard 10.00 % Regime	-	
Excise Tax		Edit
Current Details		
Are you a Producer of Excise Goods?	No	Are you an Importer of Excise No Goods?
Which Excise Goods do you produce?		Which Excise Goods do you import?
Date of commencement of your activity subject to Excise Tax?	18/05/2020	
✓ Back		90% Cancel Save as draft Continue ►
New Details		
Are you a Producer of Excise Goods?	Yes	Are you an Importer of Excise Yes Goods?
Which Excise Goods do you produce?	CARBONATED DRINKS	Which Excise Goods do you TOBACCO AND ITS import? DERIVATIVES,CARBONATED DRINKS,ENERGY DRINKS



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.

	My Profile An	nendment		
1 General Information	2 Tax Information	3 Summ	nary	4 Declaratio
Declaration				
First Name	Last Name	Designation	Date	
Mayur	kale	Taxpayer	29/06/2020	
Email Address		Phone Number		
test3407@gmail.com		+ 974 55646913		
✓ I declare that the informatic	on provided in this form is true and correct*			

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.

Application comple	te for My Profile Amendment
	successfully submitted on 29/06/2020 erence number is 100000012086
Kindly use your reference number to track you	ur application's status in the system and when contacting us.
	ication however this is not an approval nor a rejection of your application.
	t 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:
	ithin Qatar: 16565
	Qatar: +974 4406 9941
Write to us at <u>supportidgta.g</u>	<u>iov.qa</u> or to learn more, visit <u>www.gta.gov.qa</u>
	× Close



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.

فدریــــة Dhareeba ox portoi		ا عربي 🕅 Name: Sparsh TIN: 50000441	^{Tyagi} ⋒ <mark>२</mark> २ २ ∪
	Home Taxpayer Ser	vices Reports FAQs	
Home			
My Notifications	My Certificate	My Profile Amendment	Manage Employees
Informative 13 2 Pending Actions		Amend Registration	\rightarrow
Pending Actions			
My Profile	Manage Taxpayer Representative		
e=	Assignment		
My Information	Disengagement		



Declaration	IS					
$\overline{\mathcal{V}}$ Date of the issue	$\overline{\mathcal{V}}$ Reference Number	∇ Application Type	√ Subject	⊽ Tax Type	∇ Classification	
29/06/2020	10000012086	Registration Amendment	Acknowledgement Letter - Registration Amendment	General	Informative	↓
29/06/2020	10000012086	Registration Amendment	Approval - Registration Amendment	General	Informative	<u> </u>
			3838383838			
فریب bhareeba x portal			يې 8)	د (@ Name: Sp TIN: 50000	arsh Tyagi 144164 🕋 🏻 🗗] (J
Dhareeba 🔰 🚺	IS		ير. 69	د 🔘 Name: Sp TIN: 50000	arsh Tyagi 144164 命 원] ტ
Declaration	IS ⊽ Reference Number	✓ Application Type	لب آ ⊽ Subject	・ ② Name: Sp TIN: 50000 マ Tax Type	arsh Tyagi 144164 ि │ A ♡ Classification	ე ი
Declaration		∑ Application Type Registration Amendment				<u>+</u>
Declaration ≡ 7 Date of the issue	\overrightarrow{V} Reference Number	Registration	♥ Subject Acknowledgement Letter - Registration	고 Tax Type		***

Amendment Rejection -Registration Amendment

General

Informative

Registration Amendment

100000012086

29/06/2020



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.