



General Tax Authority

Self-Registration

General

VERSION

Version 1.1 15 July 2020

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1 Introduction

The new Tax Administration System will bring many advantages to the GTA in handling Taxpayer's data and related services such as registration, deposits, collection, refunds, audit, risk, objection, appeal, Taxpayers' services, etc.

The new Taxpayer Registration process is a common process of registration applied to all categories of Taxpayers for Income Tax, Withholding Tax and Excise (importers, producers and warehouse keepers), etc. The purpose of this document is to guide how a taxable person can register in the new Tax Administration System.

Only NAS registered users are eligible to submit registration application in the new Tax Administration System. For a first-time tax applicant, the tile for new registration would be visible on the dashboard of the tax applicant. If the Taxpayer is already registered, the Taxpayer can add another new registration from the dashboard. The Taxpayer will receive a Tax Identification Number as well as a Tax Card on completion of the registration process on the portal.

Receiving a TIN from the new registration application is a pre-requisite for all other types of registrations (such as Taxpayer Representative, Excise Warehouse License).

All mandatory registration information (forms data) must be completed in full before the application is submitted to GTA for review. Only upon validation of the form data entered by the applicant, the Taxpayer will be able to continue with the application. If any validation fails, the system will show warnings about the validation failure.

The application form is dynamic for each type of Tax applicant information. Based on the option chosen by the tax applicant, the relevant fields of the application form will appear.

2 Steps of Registration

The first step of the registration is the Sign-up, this step will be available via the Dhareeba Portal and Taxpayer will be re-directed to the NAS (National Authentication system).

After connecting to the NAS and entering the "Registration" space, Taxpayer will see the first screen to start to Self-register, register through Taxpayer Representative or register through Employee of Establishment.

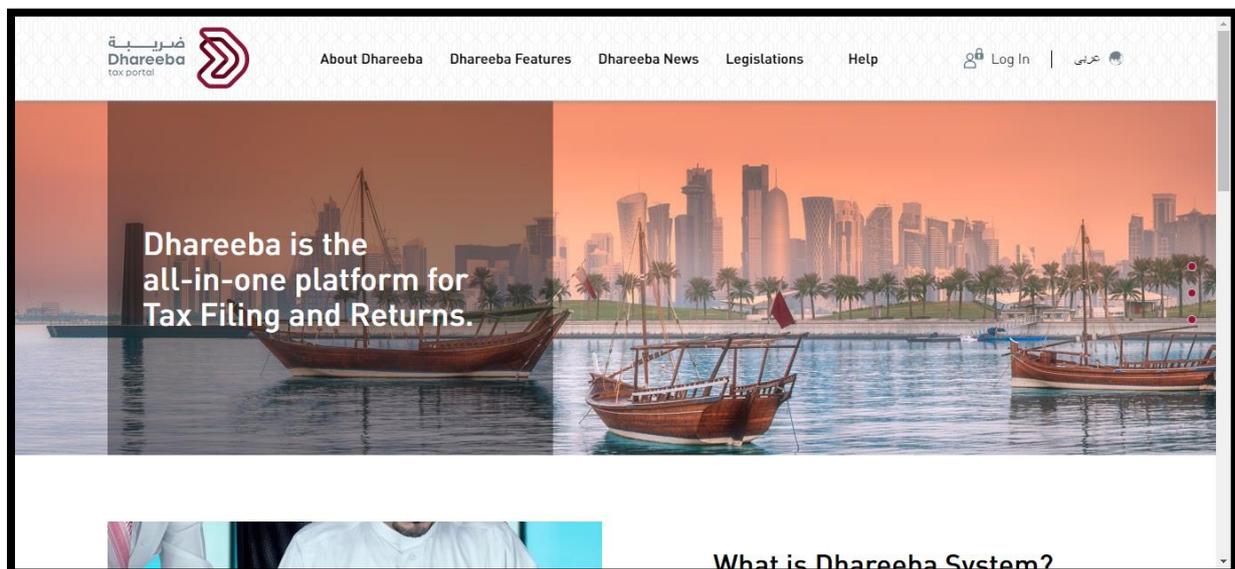
(to know how to Sign-up please refer to the document: GTA_TAS_Self Registration on National Authentication System).

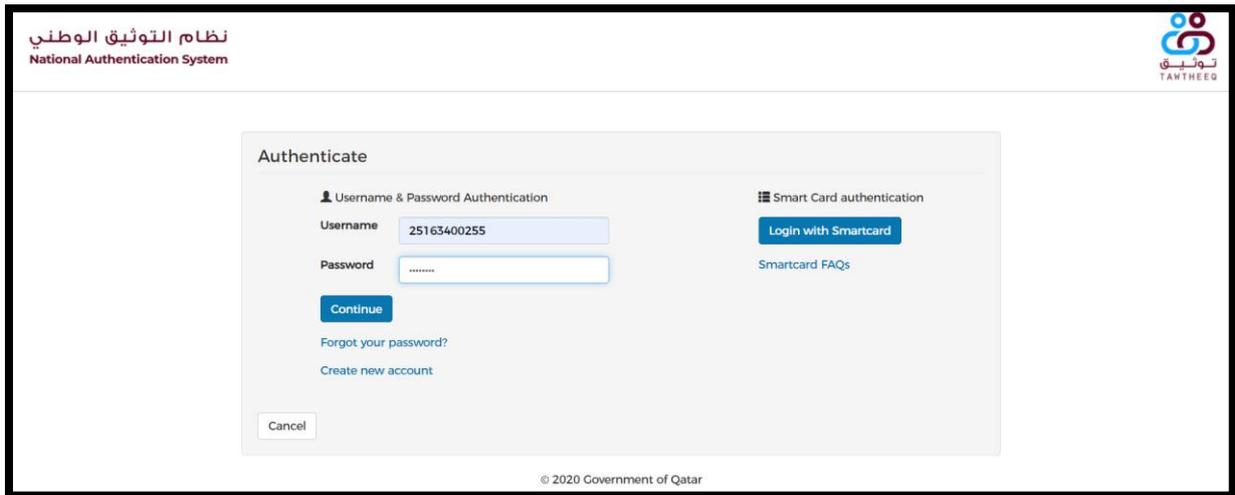
The Registration form will be interactive. When Taxpayer makes a choice, the system will change the screen and additional fields to fill may appear.

2.1 Welcome Screen

Taxpayer should sign-in through Dhareeba where 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).

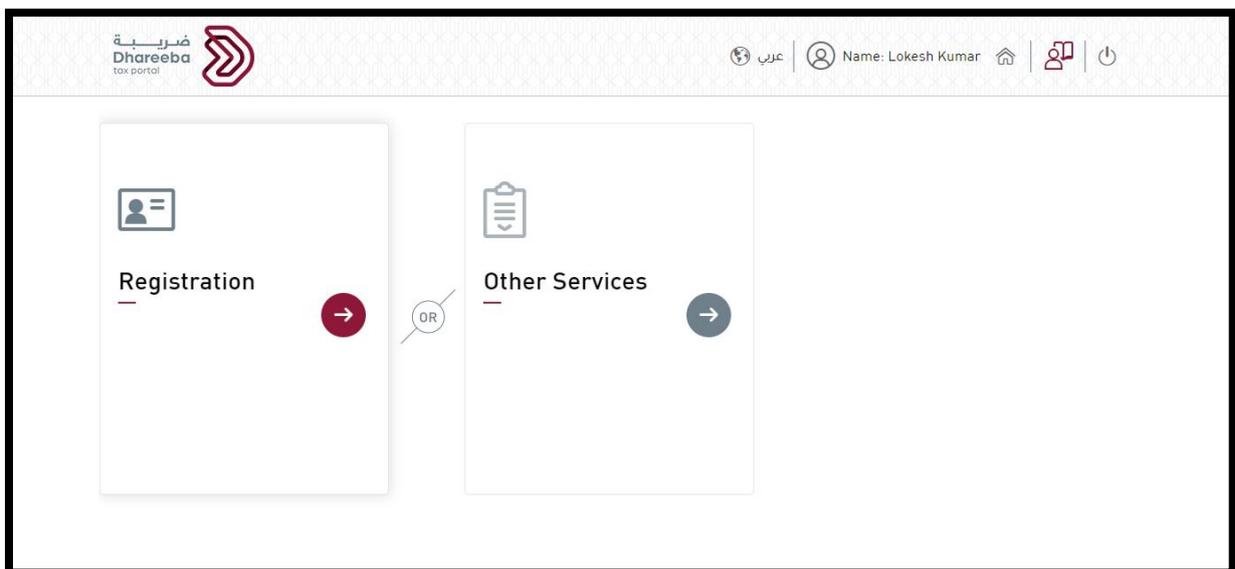
NOTE : "FAQ" and "User Guide" are available under "Help" tab.





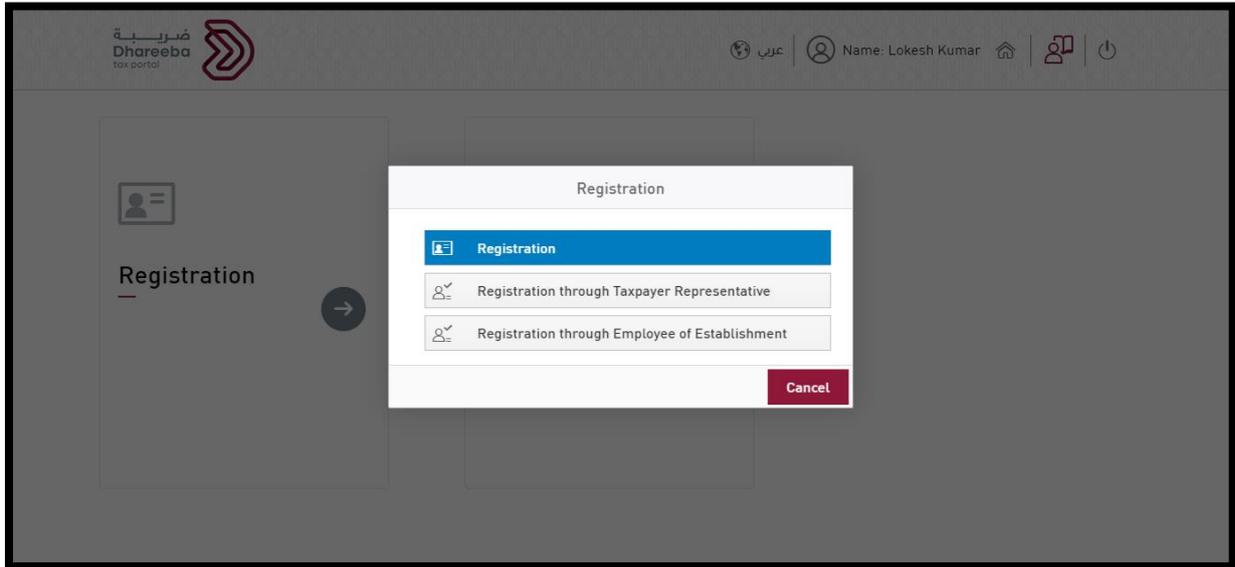
On successful NAS authentication, the Taxpayer's dashboard screen appears.

Where taxpayer is registering with GTA for the first time for tax matters, the following screen appears.

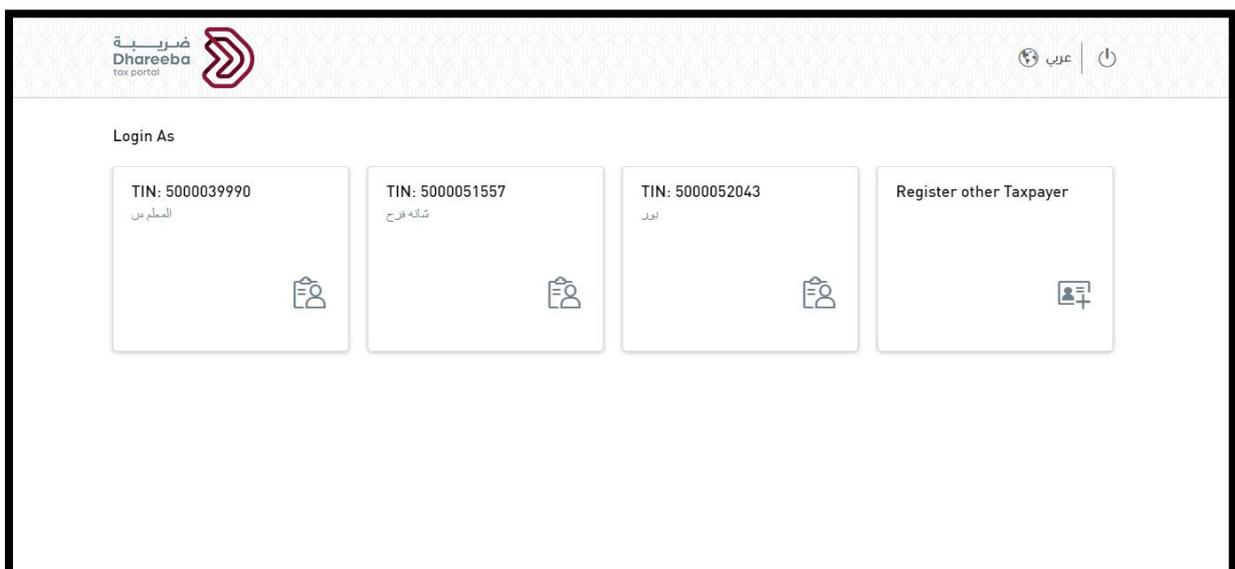


Taxpayer should click on **Registration** tile, a pop-up screen with 3 options are displayed.
Taxpayer should select Self Registration.

- Registration.
- Register through a Taxpayer Representative
- Registration through Employee of Establishment

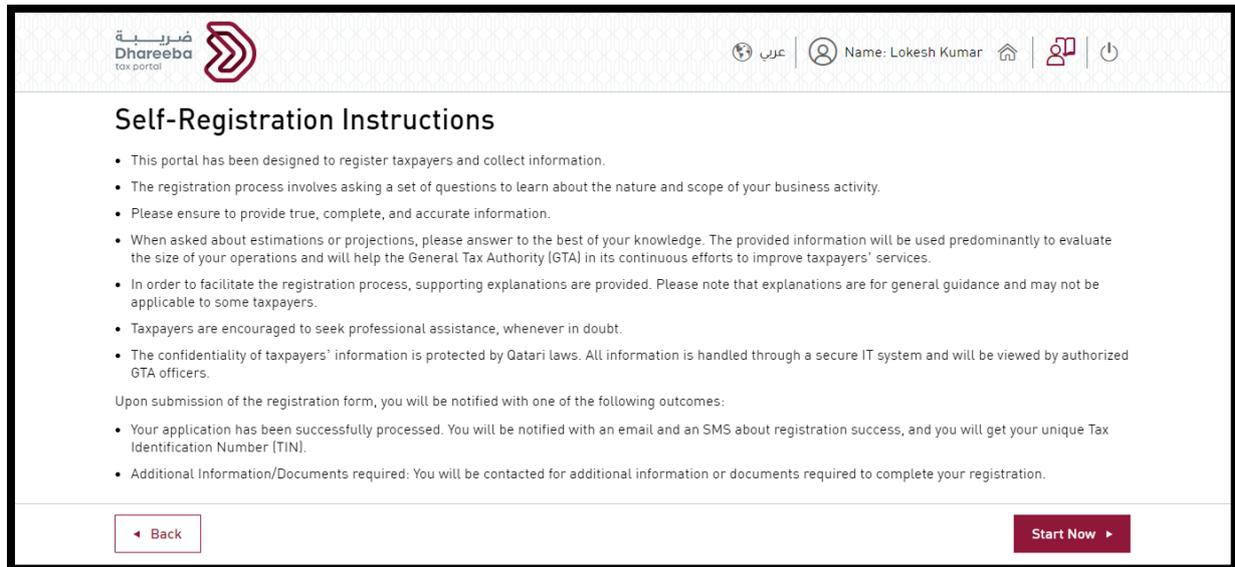


Where the taxpayer is already registered with GTA for any Tax matters, and now wants to add a new registration, the following screen appears. Taxpayer should select Register other Taxpayer tile.



On selecting the Registration tile or Register Other Taxpayer tile, a Self-Registration Instructions screen will appear with general information and warnings.

Taxpayer should read the information of the Self-Registration Instructions screen and should click on [Start Now >](#)



The screenshot shows the 'Self-Registration Instructions' page on the Dhareeba tax portal. The header includes the Dhareeba logo, the text 'ضريبة Dhareeba tax portal', and user information: 'عربي | Name: Lokesh Kumar'. The main content area contains a list of instructions and a section for outcomes. At the bottom, there are 'Back' and 'Start Now >' buttons.

Self-Registration Instructions

- This portal has been designed to register taxpayers and collect information.
- The registration process involves asking a set of questions to learn about the nature and scope of your business activity.
- Please ensure to provide true, complete, and accurate information.
- When asked about estimations or projections, please answer to the best of your knowledge. The provided information will be used predominantly to evaluate the size of your operations and will help the General Tax Authority (GTA) in its continuous efforts to improve taxpayers' services.
- In order to facilitate the registration process, supporting explanations are provided. Please note that explanations are for general guidance and may not be applicable to some taxpayers.
- Taxpayers are encouraged to seek professional assistance, whenever in doubt.
- The confidentiality of taxpayers' information is protected by Qatari laws. All information is handled through a secure IT system and will be viewed by authorized GTA officers.

Upon submission of the registration form, you will be notified with one of the following outcomes:

- Your application has been successfully processed. You will be notified with an email and an SMS about registration success, and you will get your unique Tax Identification Number (TIN).
- Additional Information/Documents required: You will be contacted for additional information or documents required to complete your registration.

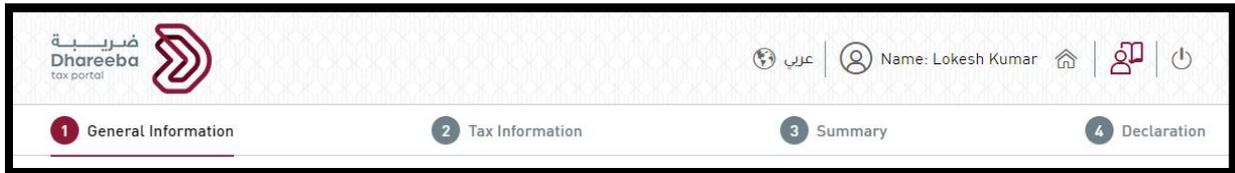
[◀ Back](#) [Start Now >](#)

2.2 General Information

The first step in the process of registration is “**General Information**” screen.

General Information is composed of several screens to fill.

Note: At the top of the screen, a bar indicates the different screens that the Taxpayer needs to fill in for Registration, displaying the current screen.



2.2.1 Choice of Type of Registration

The screen which is now appearing is the screen where Taxpayer will indicate the type of Registration to be done where the taxpayer is registered with Issuing Authority Others.

The Taxpayer should select Taxpayer Category and Establishment Type from the drop-down list as shown in the below screens.

Below Taxpayer categories will be applicable for Others.

1. Special Entities.

Below Taxpayer Establishments will be applicable for Others.

1. Exempted Companies under Inter. Host. Ag.(Org).
2. Exempted Companies under Inter. Host. Ag.(Par).
3. Non GCC Business.
4. GCC VAT taxable Businesses.

The Taxpayer should select the Taxpayer Category and Establishment Type and the can process by clicking on .

ضريبة Dhareeba tax portal

عربي | Name: المعلم بن TIN: 5000039990

1 General Information 2 Tax Information 3 Summary 4 Declaration

Are you Registering a

Please select your Taxpayer Category*

Special Entities

Please select your Establishment Type *

Exempted Companies under Inter. Host. Ag.(Org)

Back 6% Save as draft Continue

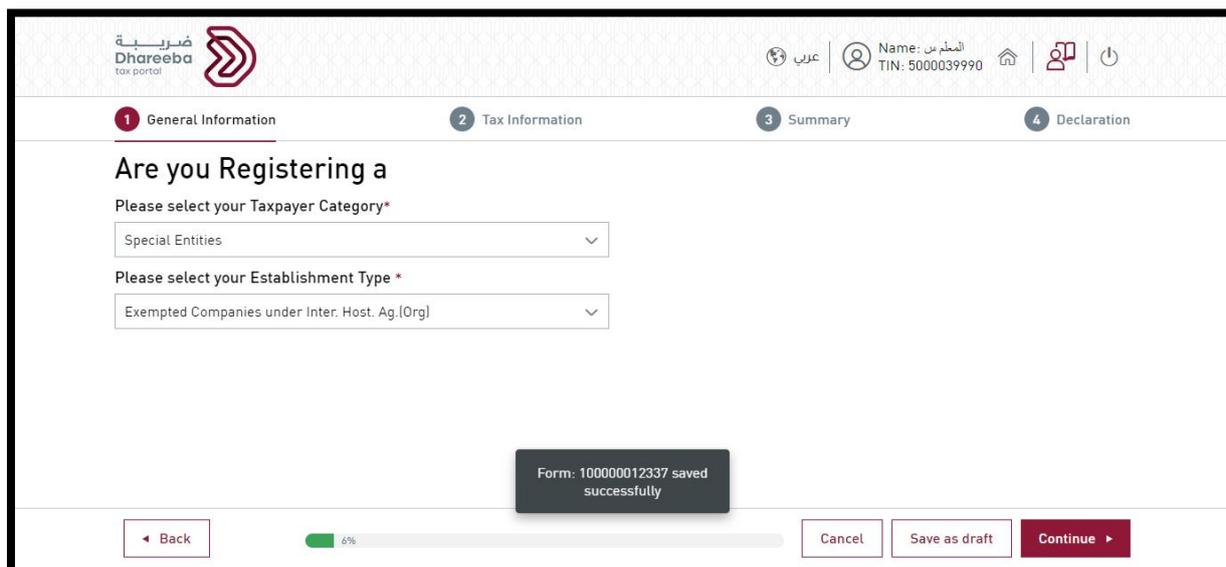
2.2.1.a Steps to be followed to Save as Draft and return later to complete Form

A new button appears at the bottom of the screen:

Save as draft

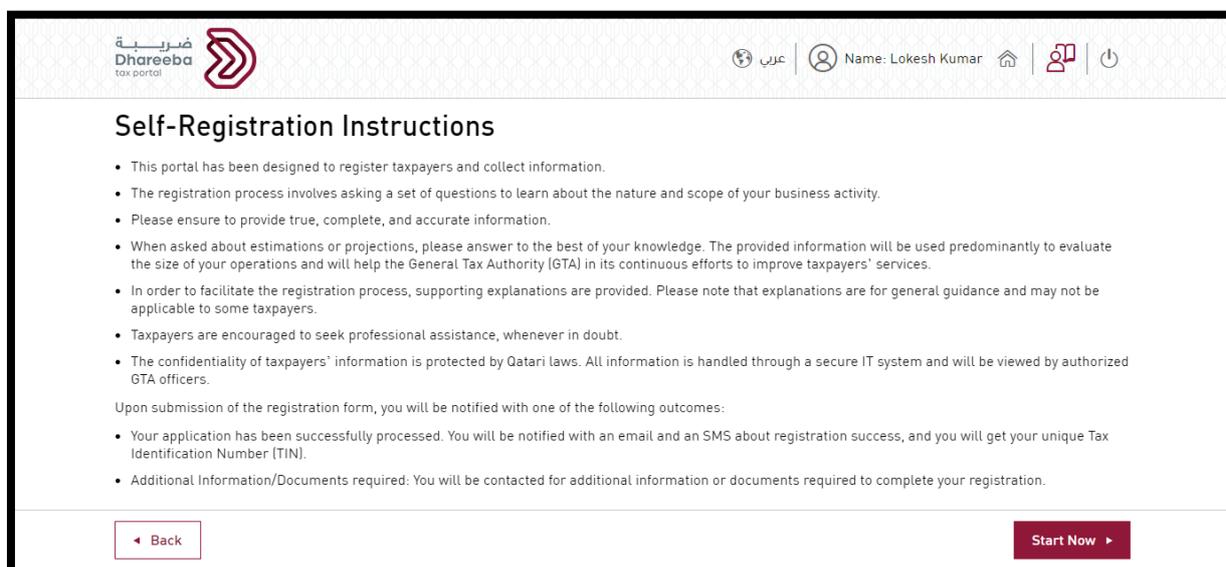
This button allows Taxpayer to save the information entered as a draft in any screen, if Taxpayer needs to temporarily suspend registration.

Once the form is saved at any screen, the Application Reference Number is displayed on the screen as follows:



Taxpayer can return to the same Form in the following steps :

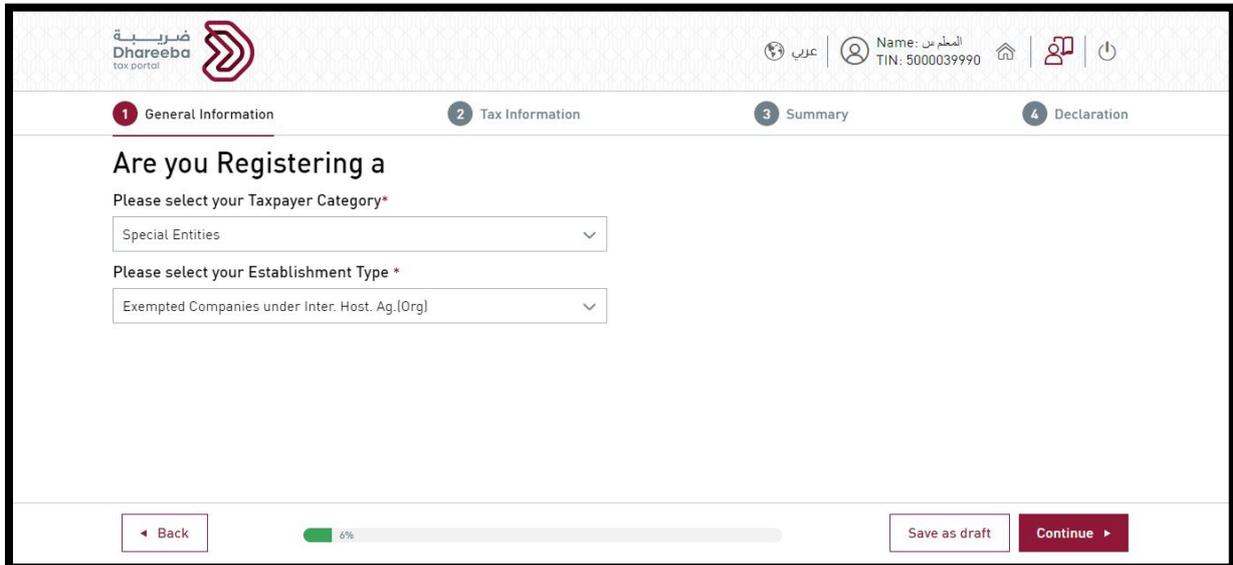
Step 1 : Login to Dhareeba by following Step 3.1 until taxpayer reaches the Instruction Page as shown below :



Step 2 : Click on Start Now

Please refer to the below screen for reference.

Step 3 : The Form that was saved earlier is now available with Data that was saved. To complete the form, the taxpayer has to follow remaining steps till Step 3.4 in this document.



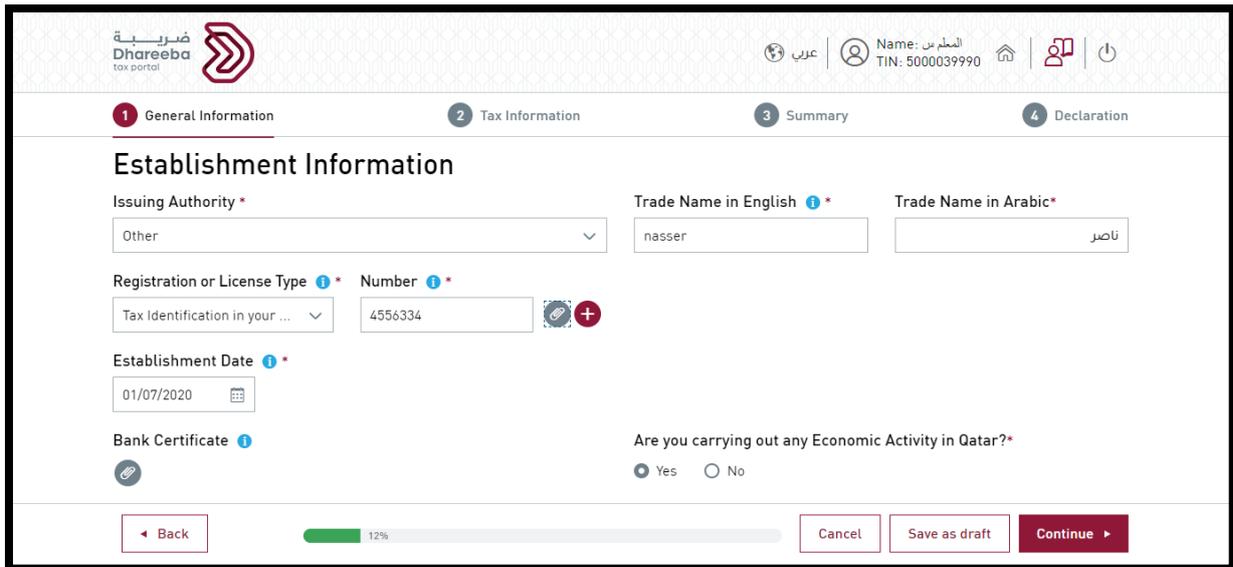
The screenshot shows the 'Dhareeba tax portal' interface. At the top, there is a navigation bar with the logo and the text 'ضريبة Dhareeba tax portal'. On the right, there are user details: 'عربي', 'Name: المعلم بن TIN: 5000039990', and icons for home, profile, and power. Below the navigation bar, there are four steps: 1 General Information, 2 Tax Information, 3 Summary, and 4 Declaration. The main content area is titled 'Are you Registering a' and contains two dropdown menus. The first is labeled 'Please select your Taxpayer Category*' and has 'Special Entities' selected. The second is labeled 'Please select your Establishment Type *' and has 'Exempted Companies under Inter. Host. Ag.[Org]' selected. At the bottom, there is a progress bar showing 6% completion, a 'Back' button, a 'Save as draft' button, and a 'Continue' button.

2.2.2 Establishment Information

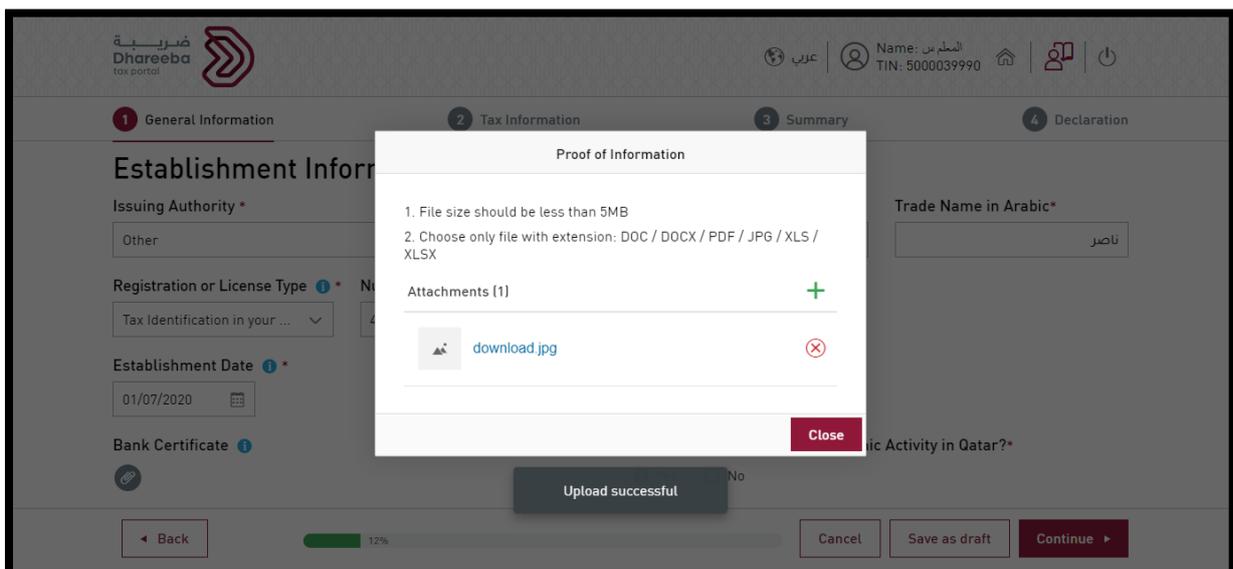
All the fields are mandatory, to be filled by Taxpayer.

NOTE: If Taxpayer selects 'No' for question 'Are you carrying out any Economic Activity in Qatar', Taxpayer will not be asked to fill Tax Information details.

If Taxpayer selects 'Yes' for question 'Are you carrying out any Economic Activity in Qatar', Taxpayer will need to fill the Tax Information Section.



The Taxpayer has to upload 'Proof of Information' and Bank Certificate by clicking on attachment button and can add additional information by clicking 

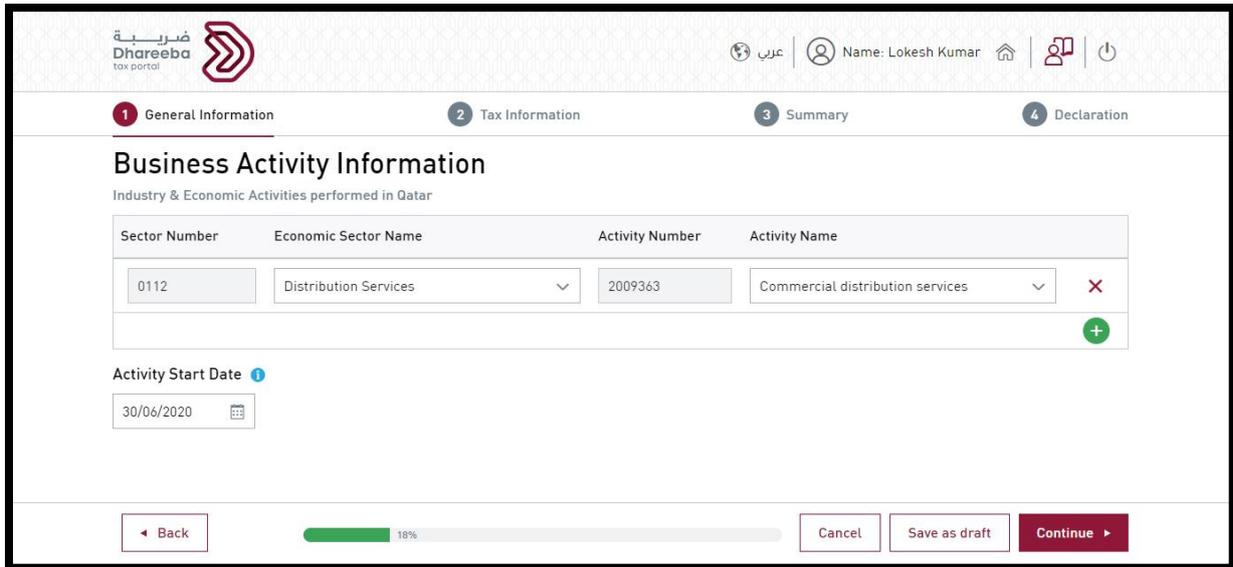


At the bottom of the page Taxpayer can see the progress of Registration :

A new button  appears to allow Taxpayer to go back to the previous screen.

2.2.3 Business Activity Information

This screen will be displayed for the taxpayer who has selected 'Yes' for question 'Are you carrying out any Economic Activity in Qatar'. Taxpayer needs to add the Economic Sector Name and Activity Name in Business Activity screen along with activity start date.



Business Activity Information
Industry & Economic Activities performed in Qatar

Sector Number	Economic Sector Name	Activity Number	Activity Name
0112	Distribution Services	2009363	Commercial distribution services

Activity Start Date: 30/06/2020

Progress: 18%

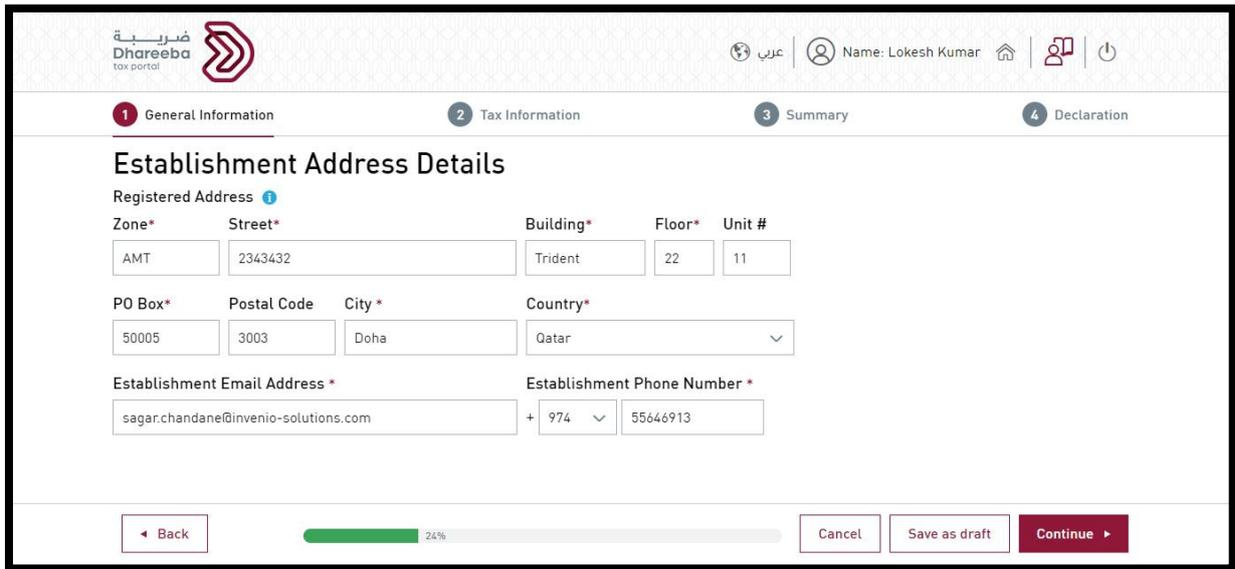
Buttons: Back, Cancel, Save as draft, Continue

2.2.4 Establishment Address Details

The mandatory fields should be filled in by the Taxpayer.

After entering the required information, Taxpayer should click on

Continue ▶



Establishment Address Details

Registered Address ⓘ

Zone*	Street*	Building*	Floor*	Unit #
AMT	2343432	Trident	22	11

PO Box*	Postal Code	City *	Country*
50005	3003	Doha	Qatar

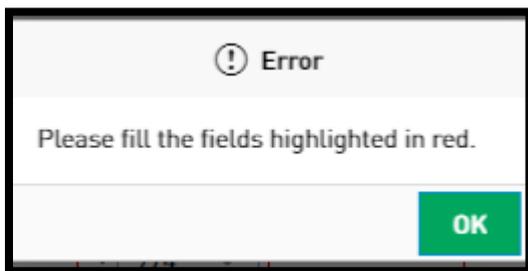
Establishment Email Address * : sagar.chandane@invenio-solutions.com

Establishment Phone Number * : + 974 55646913

Buttons: Back, Cancel, Save as draft, Continue ▶

Progress: 26%

Note: Wherever a required field information is not filled in, the system will pop up a message:

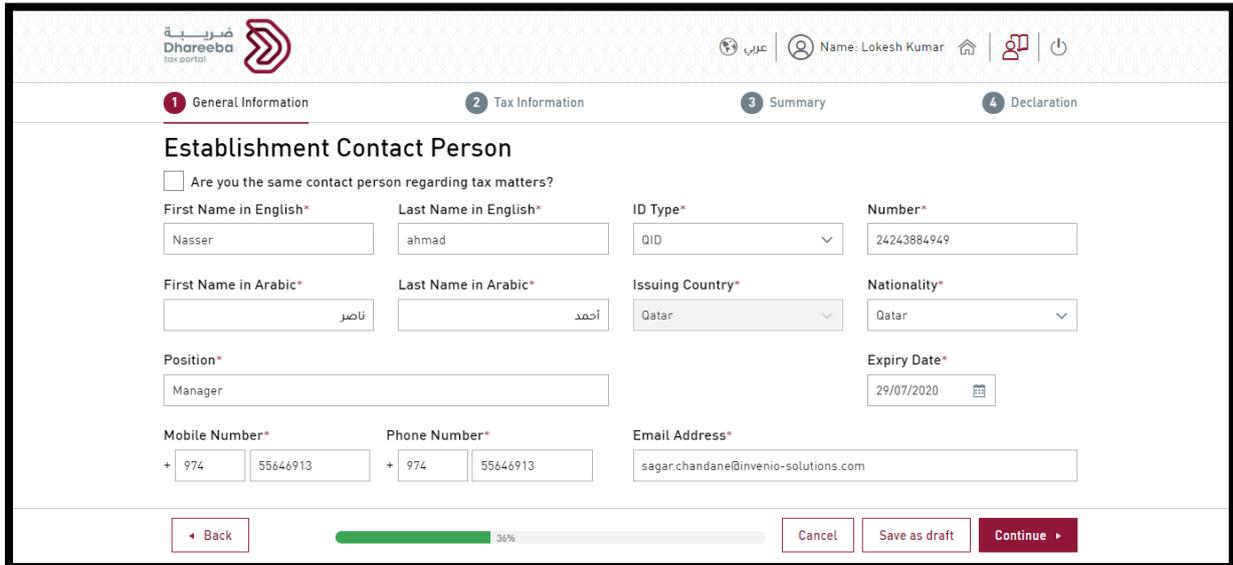


A “Cancel” button **Cancel** appears next to the Save as Draft button. If the Taxpayer clicks on the cancel button, the application will be cancelled.

2.2.5 Establishment Contact Person

In this screen, Taxpayer needs to enter the details of the person in charge of taxes within the Taxpayers company. The Taxpayer can select checkbox “Are you the same contact person regarding tax matters ?” which will pre-populate the data of the Taxpayer.

Taxpayer should click on 



Dhareeba tax portal | عربي | Name: Lokesh Kumar | Home | Logout | Power

1 General Information | 2 Tax Information | 3 Summary | 4 Declaration

Establishment Contact Person

Are you the same contact person regarding tax matters?

First Name in English*: Nasser
Last Name in English*: ahmad
ID Type*: QID
Number*: 24243884949

First Name in Arabic*: ناصر
Last Name in Arabic*: أحمد
Issuing Country*: Qatar
Nationality*: Qatar

Position*: Manager
Expiry Date*: 29/07/2020

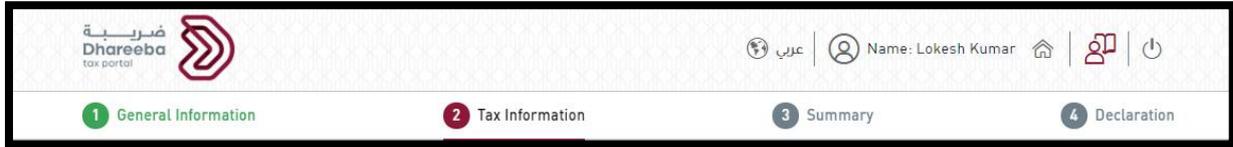
Mobile Number*: + 974 55646913
Phone Number*: + 974 55646913
Email Address*: sagar.chandane@invenio-solutions.com

| | |

Progress: 36%

2.3 Tax Information

The General Information section is now complete. The next section is: Tax Information.



This section will appear only when Taxpayer has selected 'Yes' for 'Are you carrying out any Economic Activity in Qatar?'

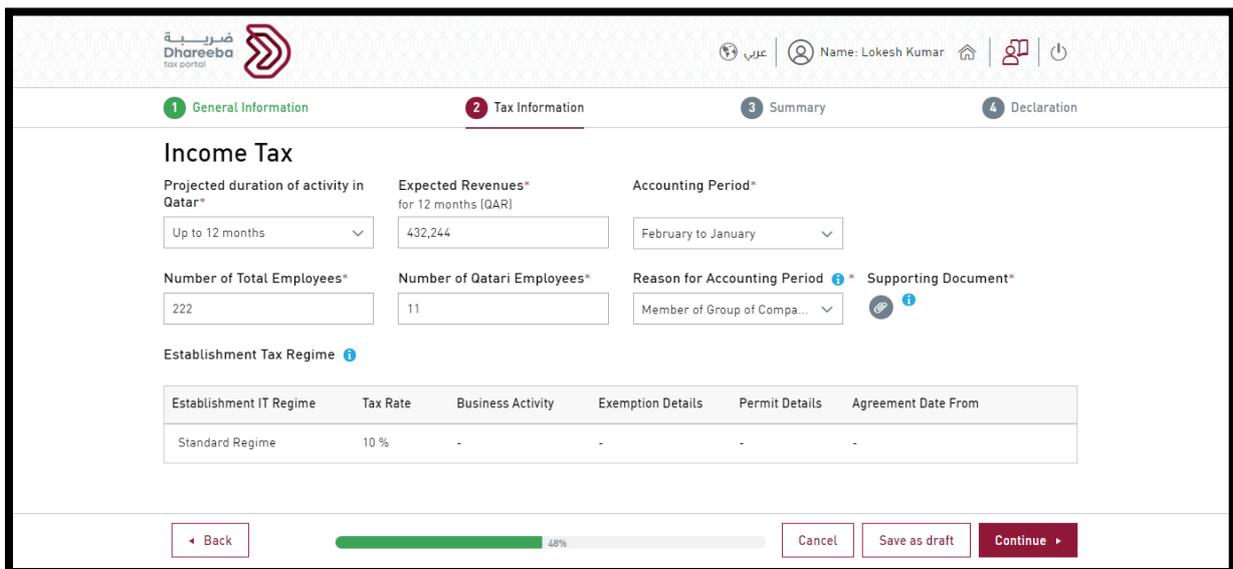
2.3.1 Income Tax

The taxpayer should fill in details in the next screen.

Taxpayer can select the "Accounting Period" as in accordance with taxpayers' circumstances. In case the taxpayer selects an Accounting Period other than January to December, taxpayer has to select "Reason for Accounting Period" and attach "Supporting Document".

The Taxpayer has to attach the Supporting Document.

Taxpayer should click on [Continue](#)



Income Tax

Projected duration of activity in Qatar*
Up to 12 months

Expected Revenues* for 12 months (QAR)
432,244

Accounting Period*
February to January

Number of Total Employees*
222

Number of Qatari Employees*
11

Reason for Accounting Period*
Member of Group of Compa...

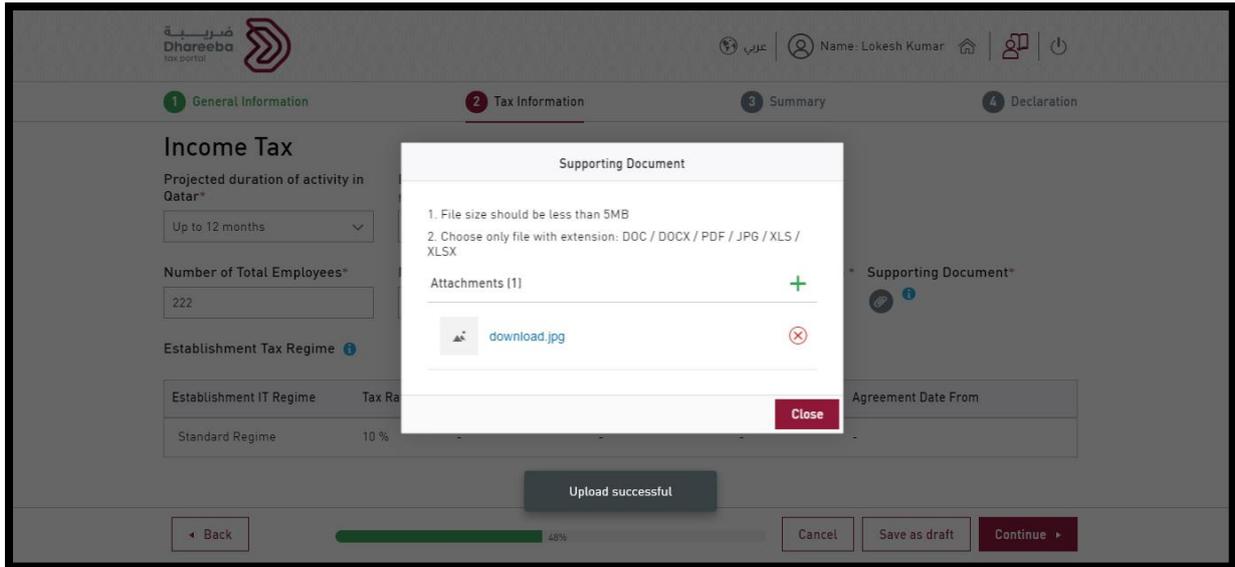
Supporting Document*

Establishment Tax Regime

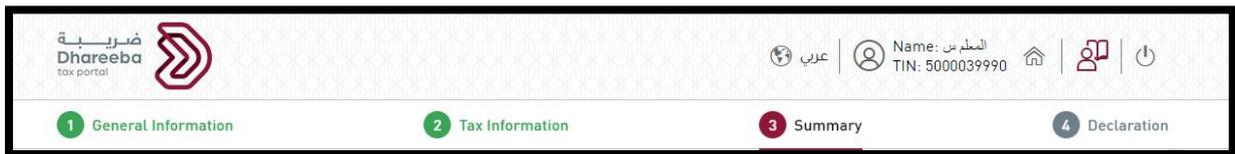
Establishment IT Regime	Tax Rate	Business Activity	Exemption Details	Permit Details	Agreement Date From
Standard Regime	10 %	-	-	-	-

Navigation: Back, Cancel, Save as draft, Continue

Progress: 48%



Tax Information section is now complete.



Necessary details for Registration are now complete.

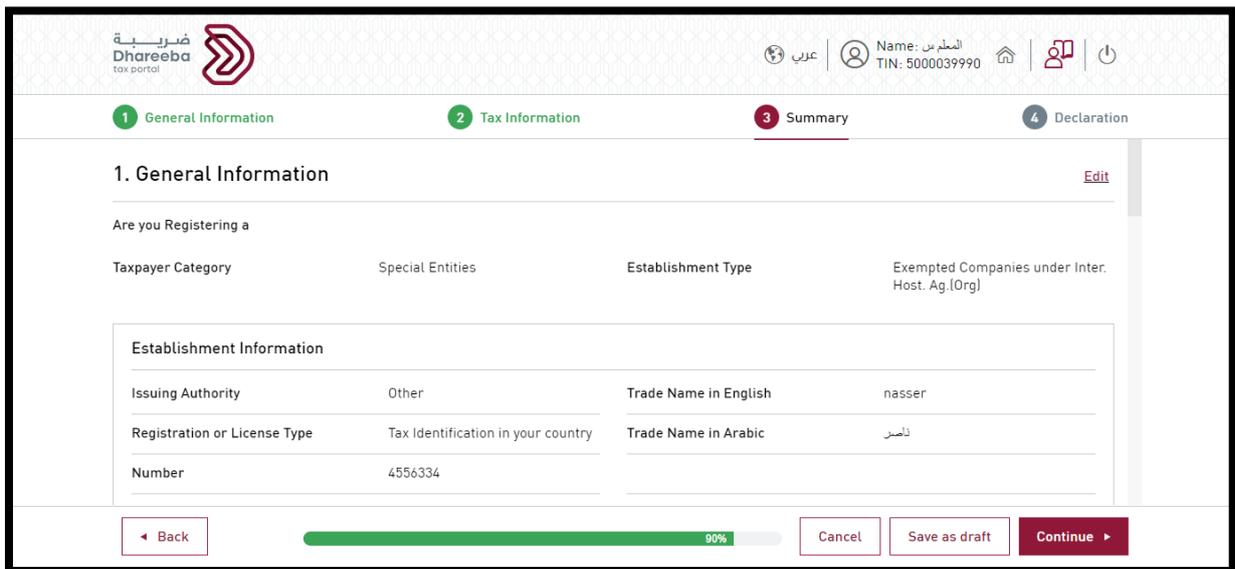
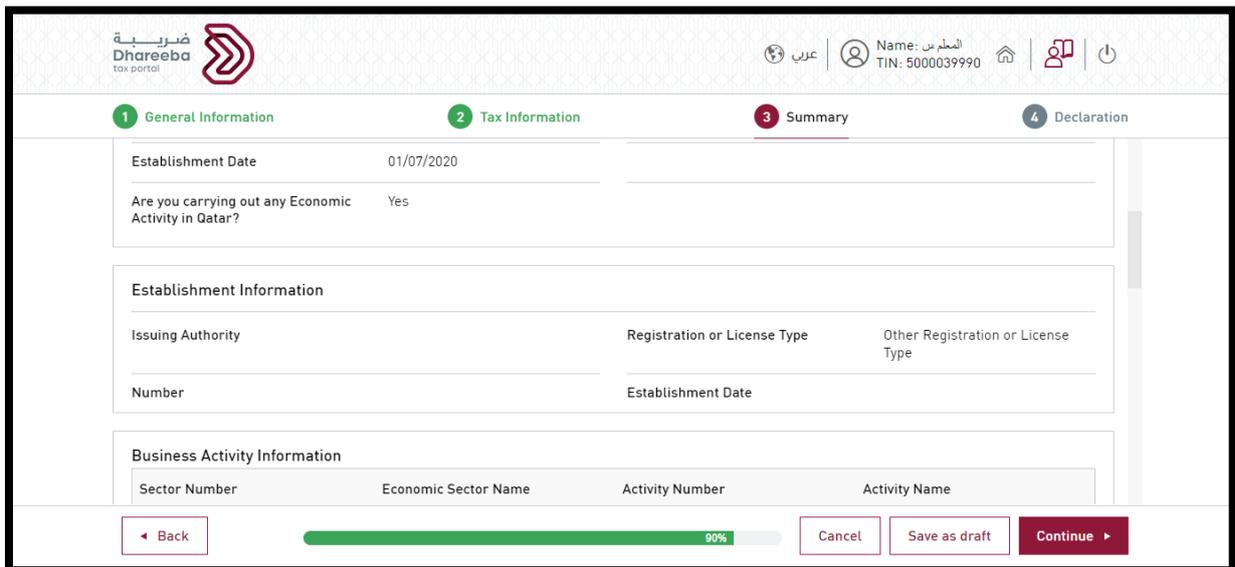
The next screen is a Summary of the registration form.

2.4 Summary

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

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.

Taxpayer should click on 

ضريبة
Dhareeba
tax portal

عربي | Name: المعلم بن
TIN: 5000039990

1 General Information 2 Tax Information 3 Summary 4 Declaration

Sector Number	Economic Sector Name	Activity Number	Activity Name
14	Administration Consultancy, and Various kinds of studies	2000499	Engineering consultations

Activity Start Date: 29/06/2020

Establishment Address Details

Registered Address	amt, 32432, 333, 22, 11, 3e, 22, doha, Qatar	Establishment Phone Number	+974 55646913
Establishment Email Address	sagar@g.com		

Establishment Contact Person

◀ Back | 90% | Cancel | Save as draft | Continue ▶

ضريبة
Dhareeba
tax portal

عربي | Name: المعلم بن
TIN: 5000039990

1 General Information 2 Tax Information 3 Summary 4 Declaration

Establishment Contact Person

First Name in English	TELE	Last Name in English	TUBBIES
First Name in Arabic	TELE	Last Name in Arabic	TUBBIES
ID Type	QID	Number	26363400995
Position		Issuing Country	Qatar
Mobile Number	+974 55646913	Nationality	Qatar
Phone Number	+		
Email Address	TELE@GMAIL.COM	Expiry Date	31/12/9999

◀ Back | 90% | Cancel | Save as draft | Continue ▶

ضريبة
Dhareeba
tax portal

عربي | Name: المعلم بن
TIN: 5000039990

1 General Information 2 Tax Information 3 Summary 4 Declaration

2. Tax Information [Edit](#)

Income Tax

Projected duration of activity in Qatar	Up to 12 months	Expected Revenues for 12 months (QAR)	344,566
Number of Total Employees	111	Number of Qatari Employees	1

Establishment Tax Regime

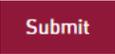
Establishment IT Regime	Tax Rate	Business Activity	Exemption Details	Permit Details	Agreement Date From
Standard Regime	10.00 %	-	-	-	-

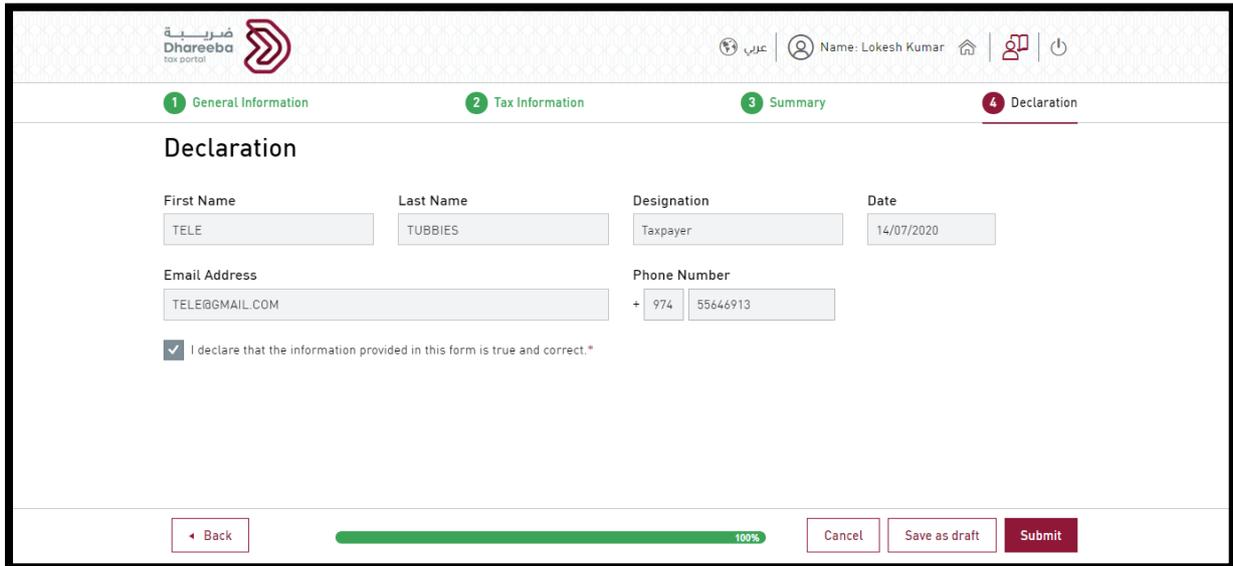
◀ Back | 90% | Cancel | Save as draft | Continue ▶

2.5 Declaration

The details of the Declaration is auto populated.

To submit Registration form, Taxpayer should mandatorily click the box “I declare that the information provided in this form is true and correct”.

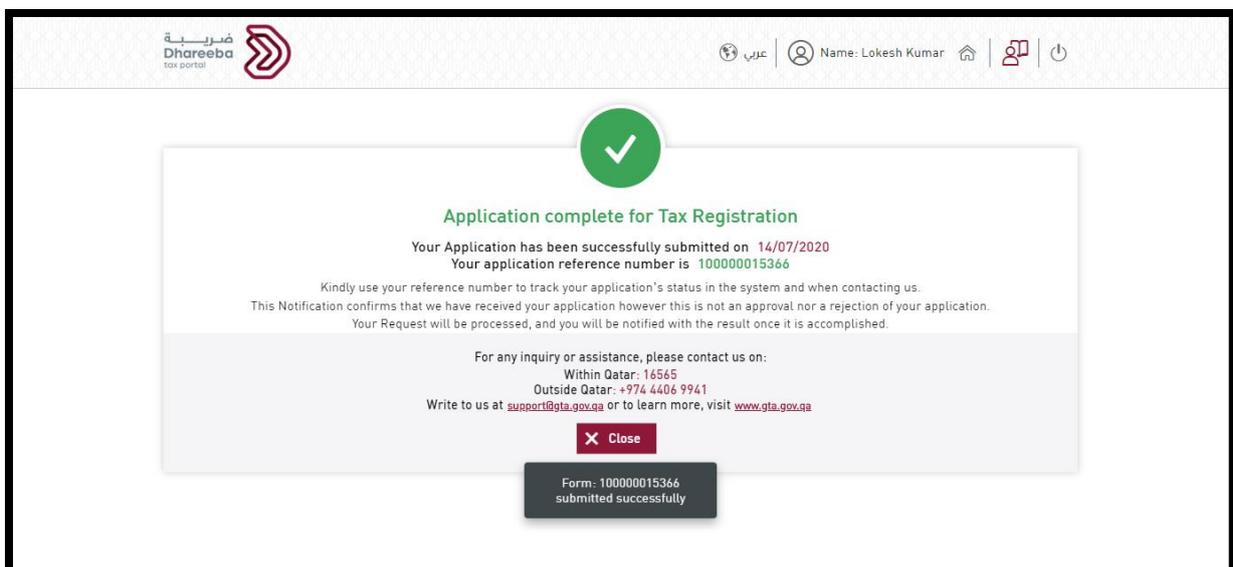
Taxpayer should click on 



Taxpayer will receive an application reference number upon submission of the Tax Registration application. The form is now under processing with GTA.

GTA may approve, reject, or request for additional information from the Taxpayer.

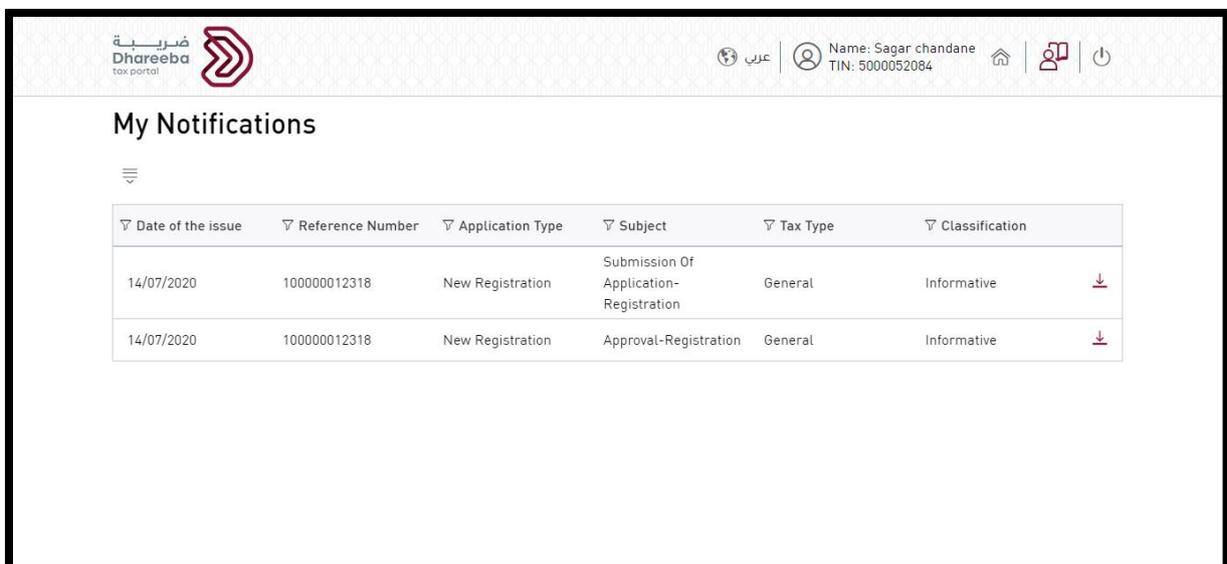
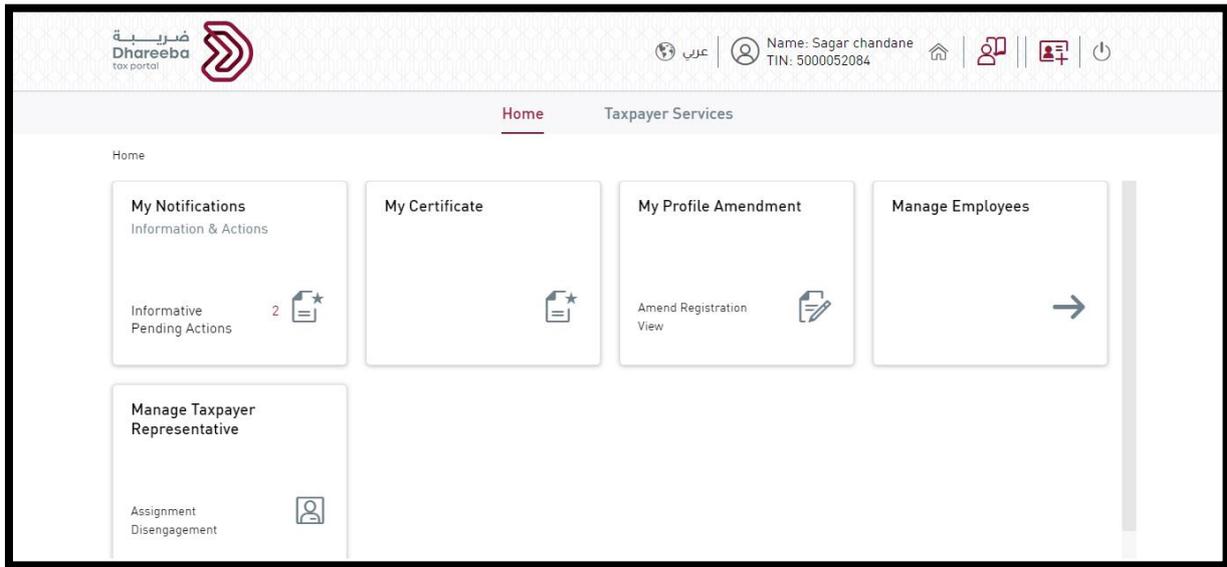
Once GTA approves the Tax Registration application the Taxpayer is registered in the GTA system and receives a Tax Identification Number.



3. Annexure - Correspondence received by Taxpayer

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.



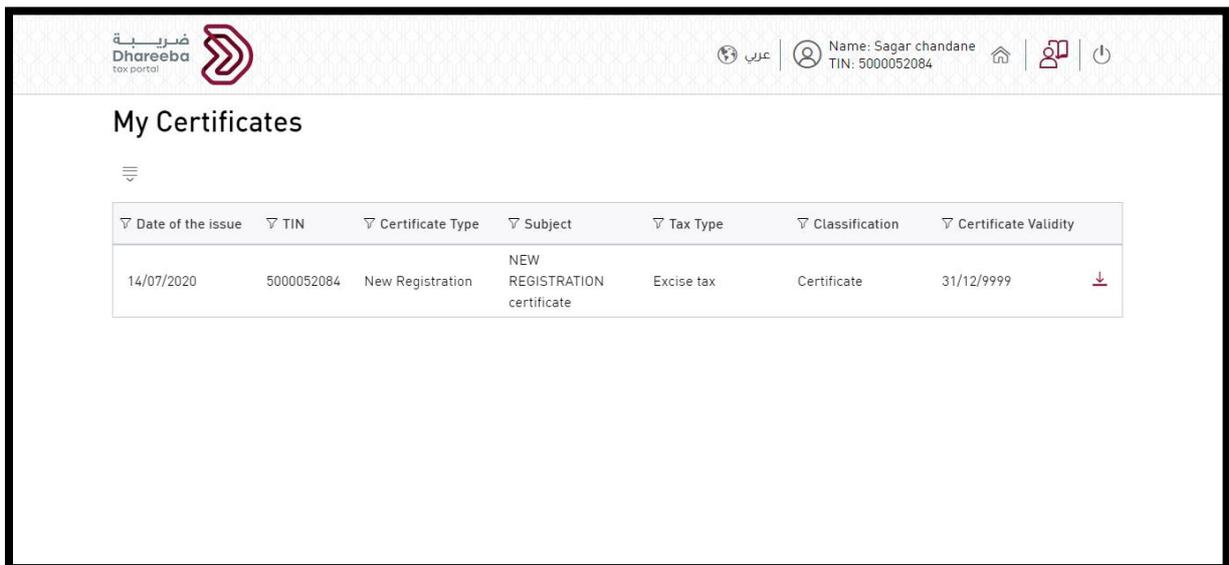
3.2 SMS on Mobile Number and Email Notifications on Email ID

Taxpayer will receive an SMS, Email and Notification on Taxpayer Portal for :

- Submission of Registration Application
- Provide Documents, clarifications and information required for Registration Application
- Acknowledgement of receiving Documents, clarifications and information required for Registration Application
- Approval of Registration Application
- Rejection of Registration Application

Taxpayer will receive Tax Card once the Registration Application has been processed.

The Taxpayer should click on My Certificates from Home Tab to access the Tax Card.



Date of the issue	TIN	Certificate Type	Subject	Tax Type	Classification	Certificate Validity
14/07/2020	5000052084	New Registration	NEW REGISTRATION certificate	Excise tax	Certificate	31/12/9999



14/07/2020



بطاقة ضريبية - TAX CARD

The General Tax Authority of Qatar certifies that the entity is registered as per the following details:

تشهد الهيئة العامة للضرائب في دولة قطر أن الجهة أدناه مسجلة حسب البيانات التالية:

TIN Number	5000052084	رقم التعريف الضريبي
Taxpayer Name:	Sagar chandane	إسم المكلف:
	Sagar chandane	
Private and Public Institute Reg Licence	477402000	رخصة تسجيل المعهد الخاص والعام
Address [Headquarter]:	Zone: المنطقة: AMT Building: المبنى: Street: 38384981 شارع: Qatar - قطر	العنوان (المركز الرئيسي):
Main Activity:		النشاط الرئيسي:
Legal Form:	شركة ذات مسؤولية محدودة Limited Liability Company	الشكل القانوني:
Activity Commencement Date:		تاريخ بدء النشاط:
Number of Branches:		عدد الفروع:
Registered taxes :		الضرائب المسجلة :
Excise Tax	REGISTERED - 01/07/2020 - مسجل	الضريبة الإنتقائية

الهيئة العامة للضرائب
GENERAL TAX AUTHORITY



هذه الوثيقة مستخرجة من النظام الآلي و ليس من الضروري التوقيع عليها

This is a system generated document and does not require to be signed.

END OF DOCUMENT