



General Tax Authority

# Request for Tax Residency Certificate

**VERSION**

Version – 1.1 20 August 2020

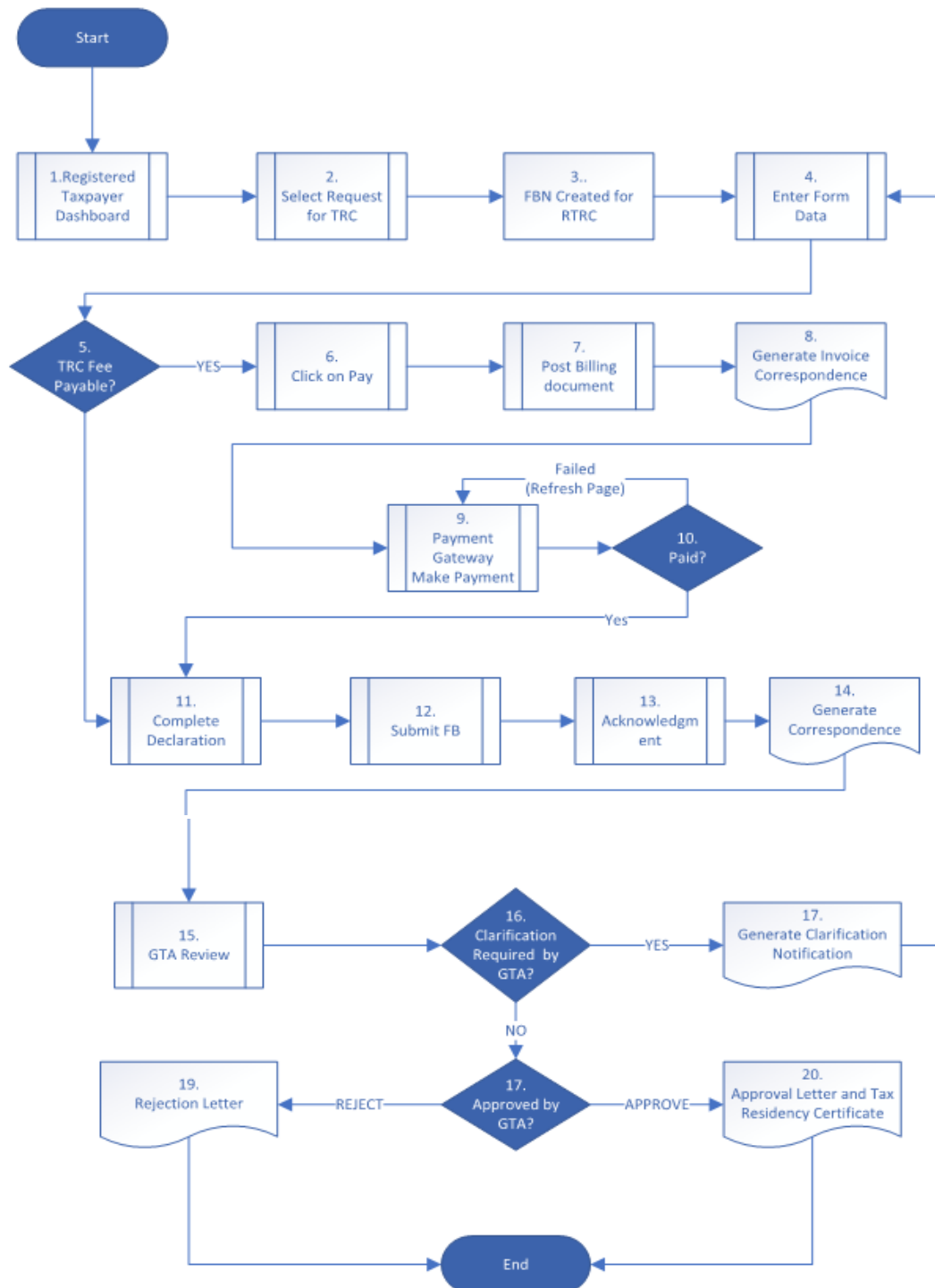
Request for Tax Residency Certificate

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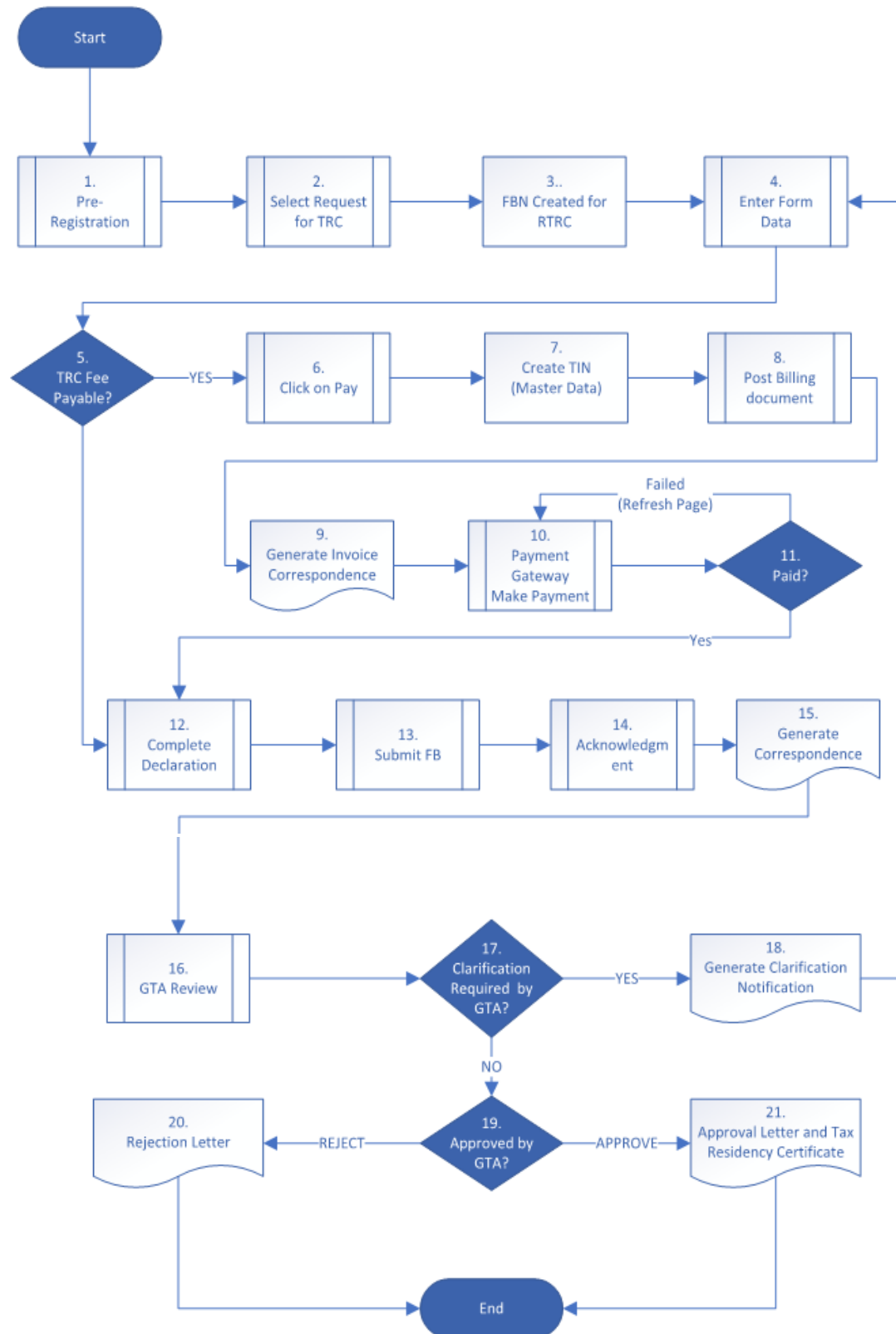
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## 1. Process Flow

### Process Flow of Registered Taxpayer



## Process Flow of Non-registered Taxpayer



## 2. Purpose of this document

The Objective of this document is to explain how to apply 'Request for Tax Residency Certificate' in the system.

The Taxpayer will be able to request a Tax Residency Certificate on the Dhareeba portal and after approval by GTA, the Tax Residency Certificate will be issued to the Taxpayer.

All Registered Taxpayer can apply for this Tax Residency Certificate.

All non-registered Natural Person or a Foreign Legal Entity can make a request for a Tax Residency Certificate, if resident in Qatar for Tax purposes.

Taxpayer Representative, Taxpayer Representative Employee & Taxpayer Employee will be able to proceed 'Request for Tax Residency Certificate' on the behalf of Taxpayer.

This document also covers the correspondences which are sent by GTA.

The Tax Residency Certificate application has following sections:

- Instructions
- Application for Tax Residency Certificate
- Address Details
- Additional Information
- Summary
- Declaration

### 3. Process to be followed by Taxpayer

A Taxpayer should login to Dhareeba and authenticate login via the NAS (National Authentication system).

After connecting to NAS and entering the "Taxpayer Services" space, Taxpayer should select "Request for Tax Residency Certificate" tile.

A Taxpayer may apply for Tax Residency Certificate following the process described in this document.

The application form fields are dynamic, when the Taxpayer makes a choice, required fields will automatically appear on the screen.

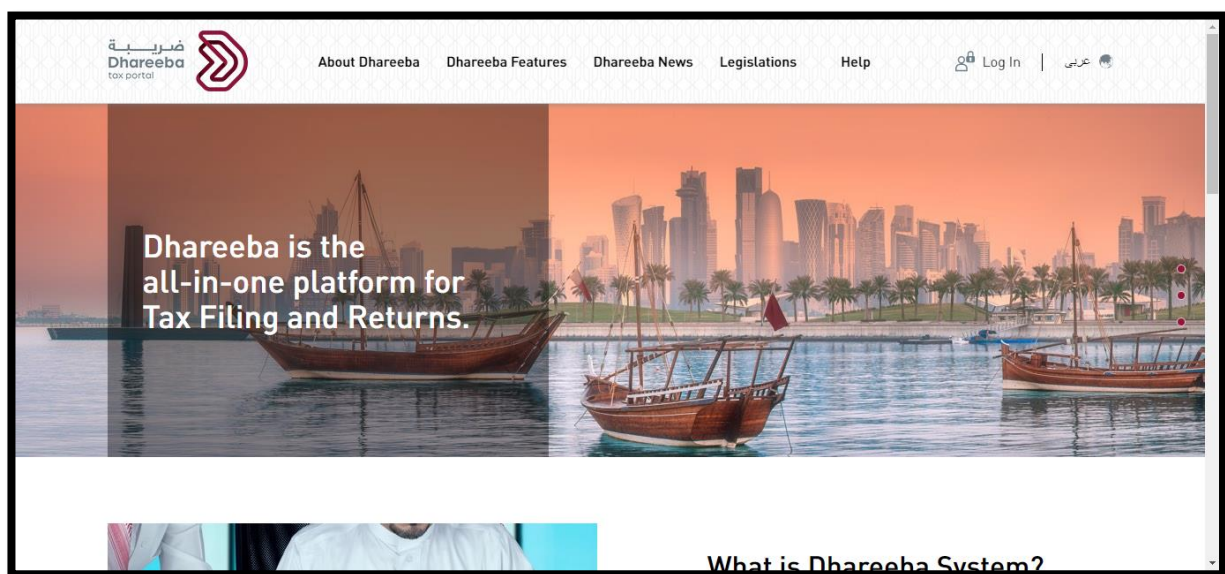
## 4. Steps to file Tax Residency Certificate

### 4.1 Steps to be followed by an Unregistered Taxpayer

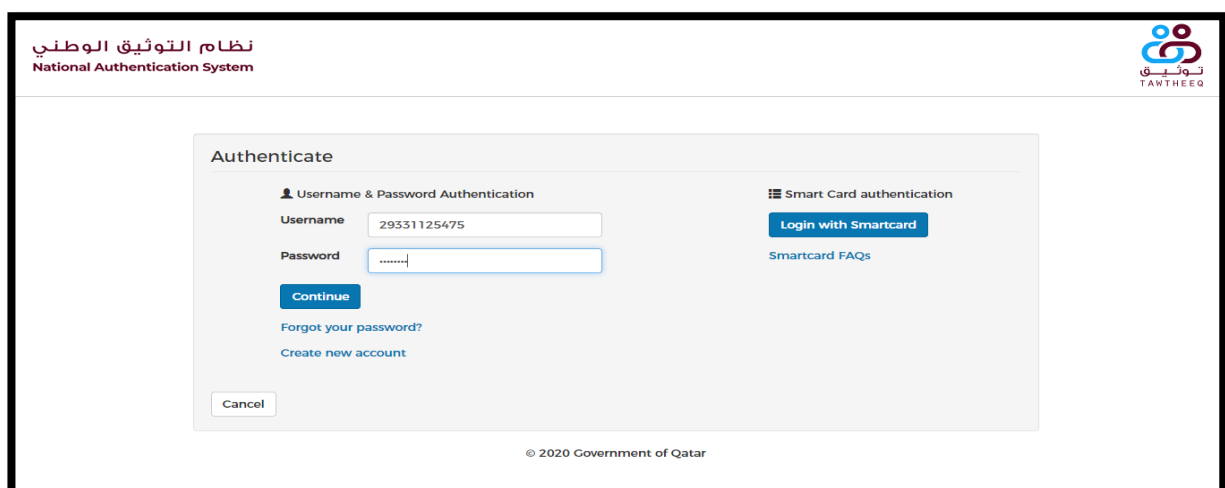
#### Step 1 : Log in

Taxpayer should sign-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 "User Guide" are available under the "Help" tab.



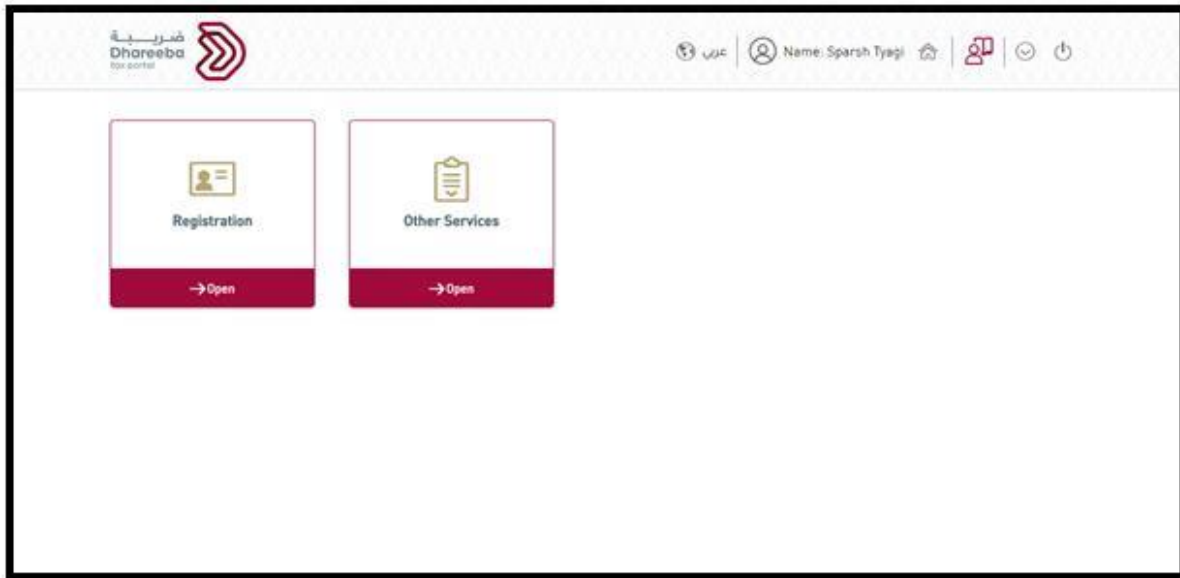
Taxpayer should enter QID or Email address as 'Username' and its associated password and click on "Continue" button after providing the login credentials.



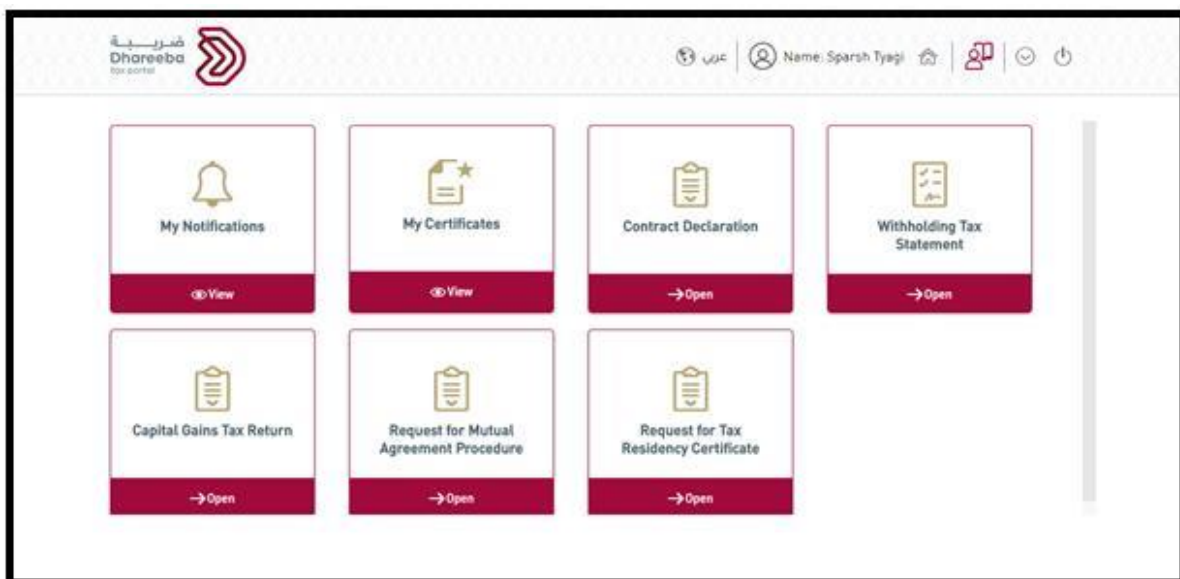
## Step 2: Welcome Screen & Dashboard

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

The Taxpayer should now click on Other Services tile, which will direct the Taxpayer to a new screen.



Taxpayer should click on the 'Request for Tax Residency Certificate' tile.

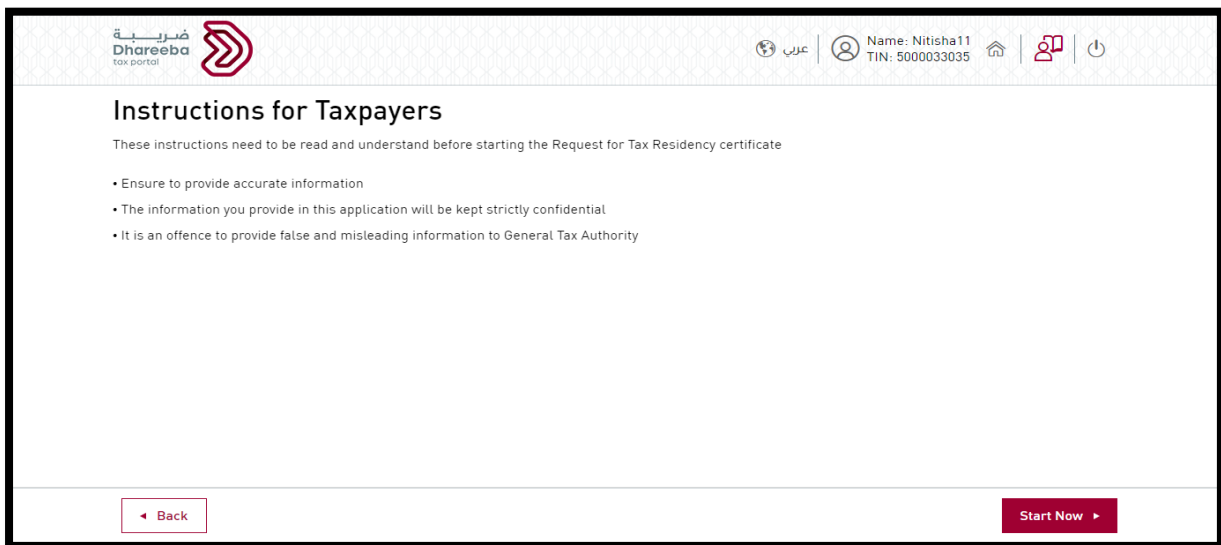


Request for Tax Residency Certificate



### Step 3: Instructions Screen

The Taxpayer will be navigated to “Instructions” screen and must click on “Start Now” button, after reading the instructions.



**Instructions for Taxpayers**

These instructions need to be read and understand before starting the Request for Tax Residency certificate

- Ensure to provide accurate information
- The information you provide in this application will be kept strictly confidential
- It is an offence to provide false and misleading information to General Tax Authority

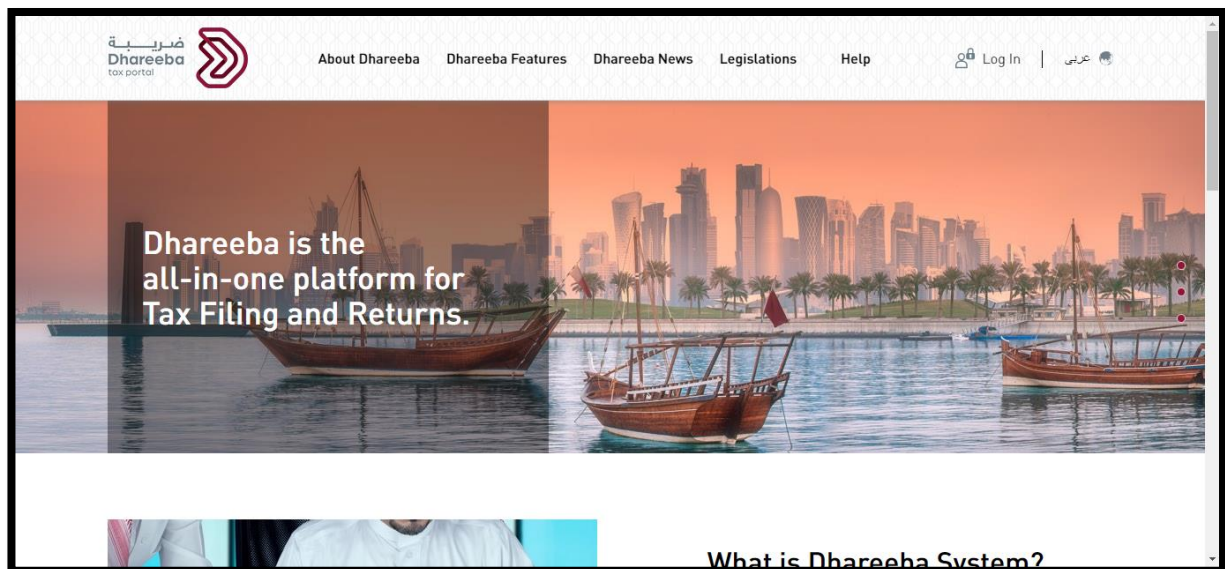
[◀ Back](#) [Start Now ▶](#)

For Further Steps, [Click Here.](#)

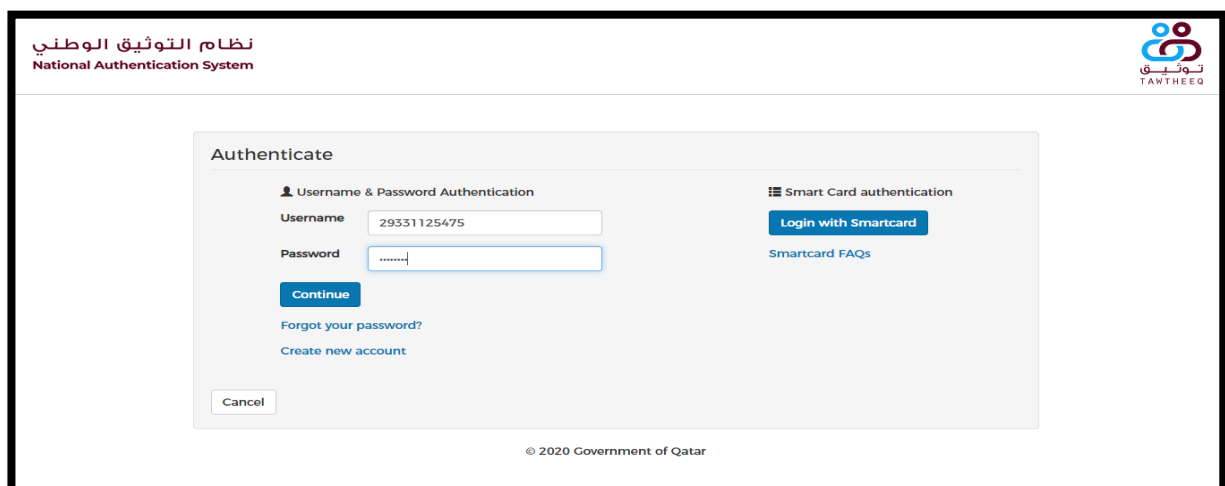
## 4.2 Steps to be followed by Registered Taxpayer

### Step 1 : Log in

Taxpayer should Log-in through Dhareeba where Taxpayer is automatically directed to the National Authentication System.



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

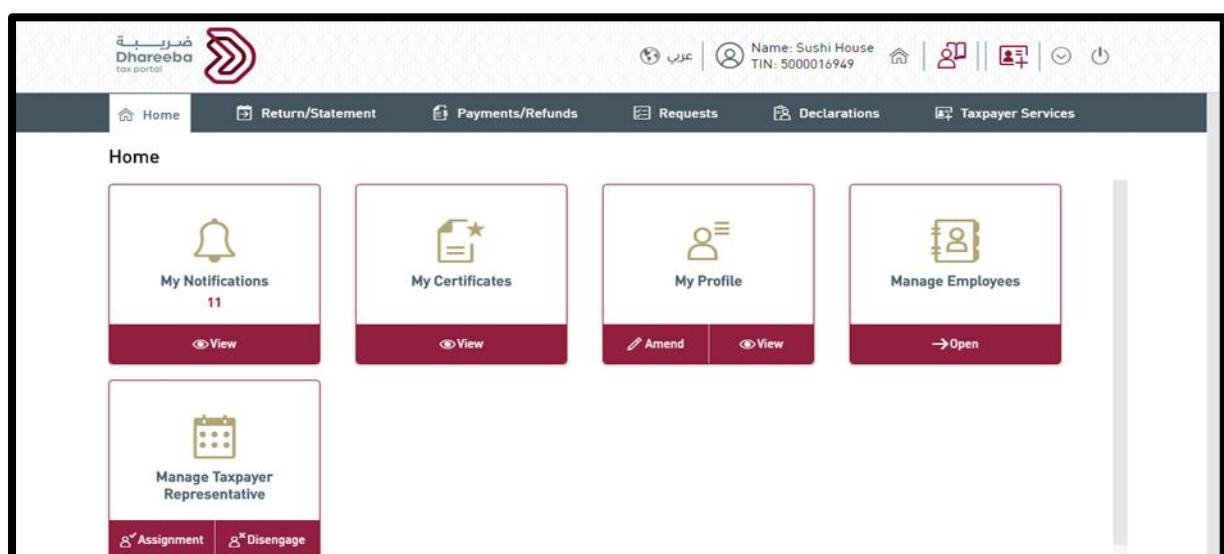


## Step 2: Welcome Screen & Dashboard

After successful login, Taxpayer will be navigated to the below screen. Taxpayer should click on the TIN for which the 'Tax Residency Certificate' must be submitted.

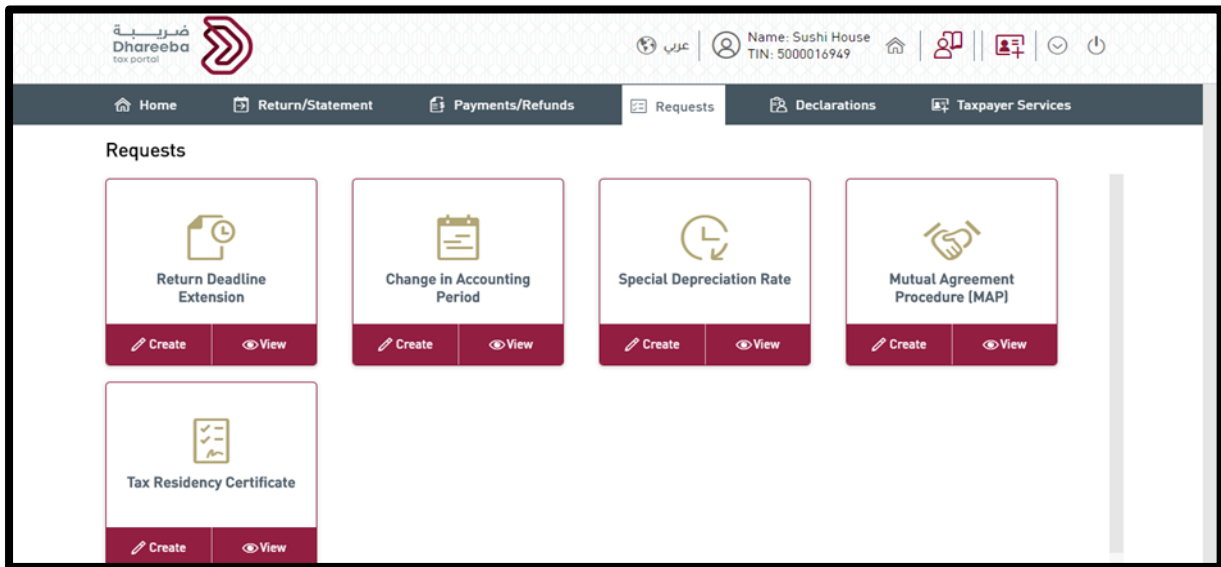


The Taxpayer will be navigated to the 'Home' tab on Dashboard. The Taxpayer should click on the 'Requests' tab.




Request for Tax Residency Certificate


Taxpayer will be navigated to the 'Requests' screen and should click on 'Tax Residency Certificate' tile.




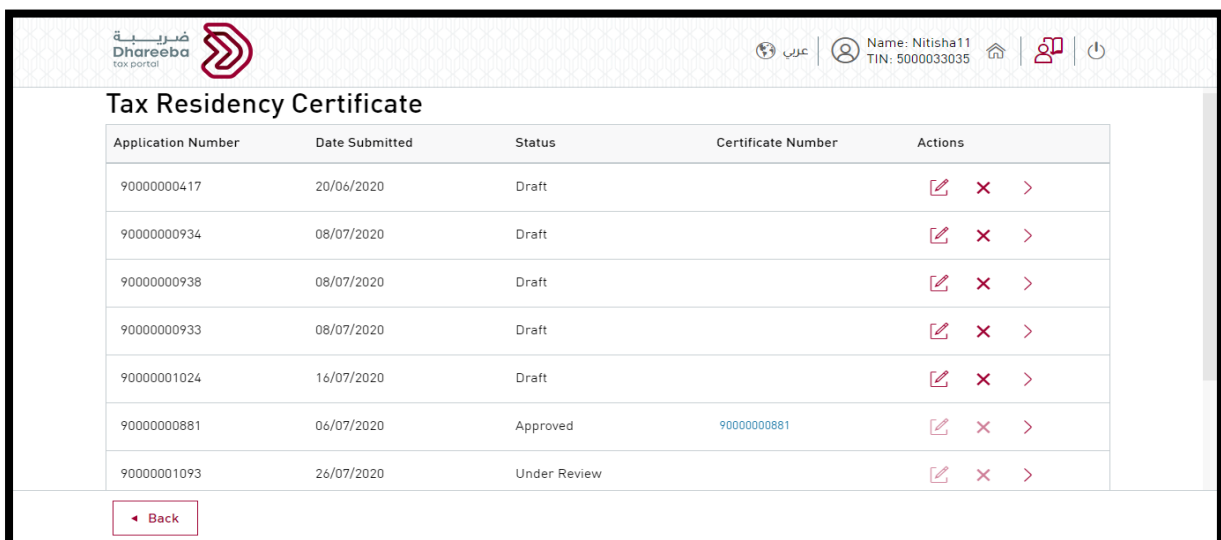
View and Create options will be available on tile.






















If Taxpayer clicks on View button, then he should be able to check the list of all Tax Residency Certificate applications.

Edit Button : Taxpayer should be able to edit the form by clicking on EDIT icon.

Cancel Button : Taxpayer should be able to Cancel the form by clicking on Cancel icon.

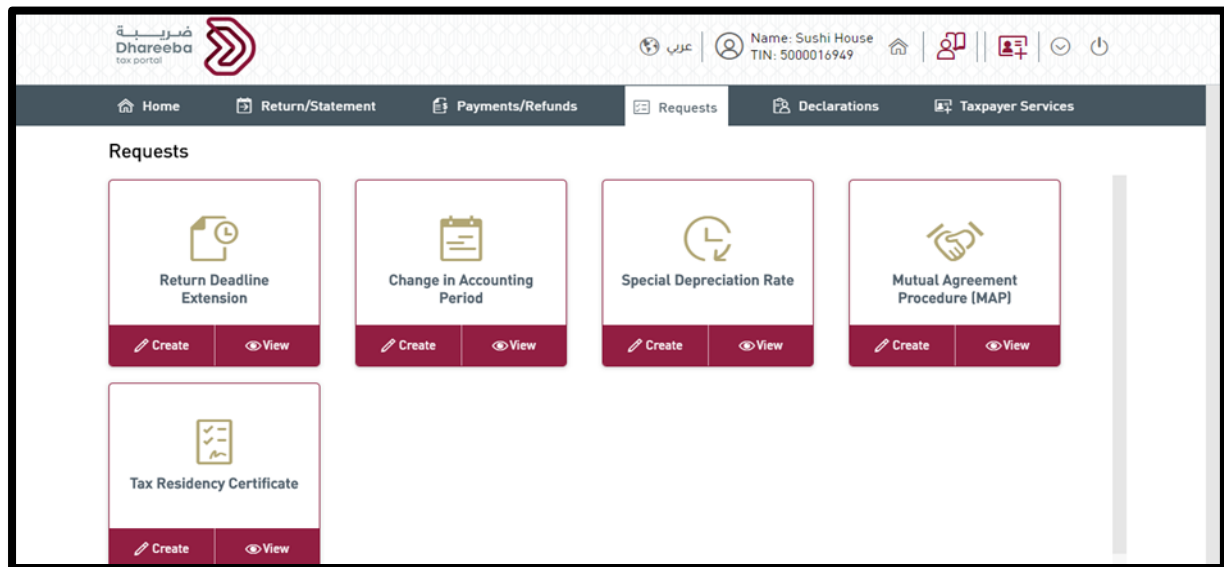
View Button : Taxpayer can check any application in view mode by clicking on View button.



Application Number	Date Submitted	Status	Certificate Number	Actions
90000000417	20/06/2020	Draft		  
90000000934	08/07/2020	Draft		  
90000000938	08/07/2020	Draft		  
90000000933	08/07/2020	Draft		  
90000001024	16/07/2020	Draft		  
90000000881	06/07/2020	Approved	90000000881	  
90000001093	26/07/2020	Under Review		  

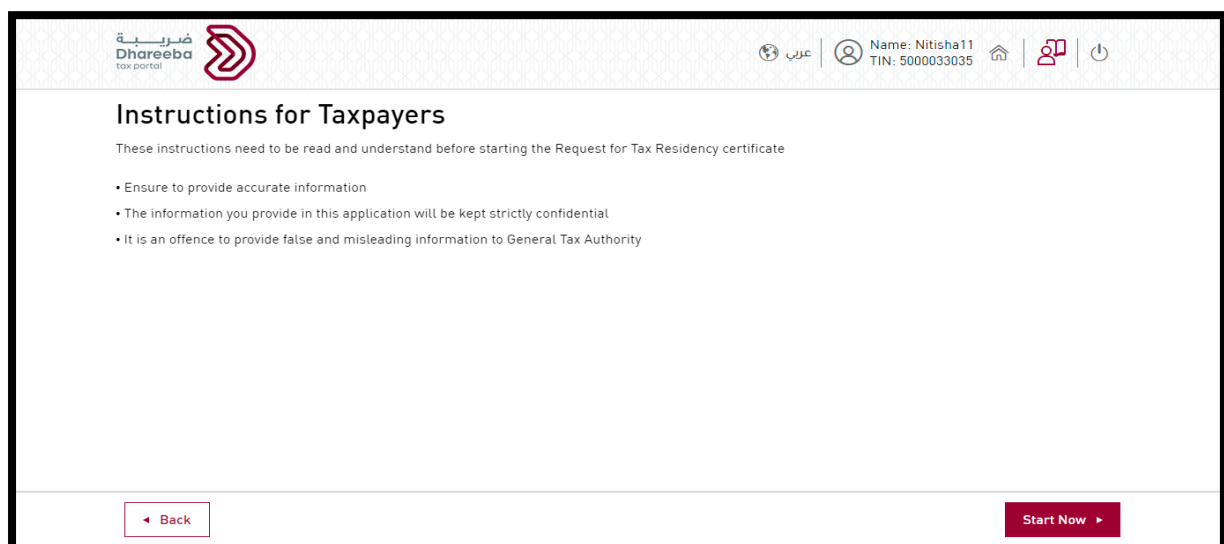
[Back](#)

To file the Taxpayer Residency Certificate, Taxpayer should click on Create Button, this will open the Instructions Screens.



### Step 3: Instructions Screen

The Taxpayer will be navigated to “Instructions” screen and must click on “Start Now” button, after reading the instructions.



For Further Steps, [Click Here](#).

Request for Tax Residency Certificate

### 4.3 Steps common to Unregistered Taxpayer and Registered Taxpayer

#### Step 1: Tax Residency Certificate application submission by Taxpayer (Natural Person)

After clicking on 'Start Now' button, Taxpayer will be navigated to "Application for Tax Residency Certificate" screen.

All the greyed field will be pre-populated on screen.

Taxpayer should select the 'Place of Effective Management'.

Taxpayers need to select the 'language of TRC' from the drop-down option: English or Arabic.

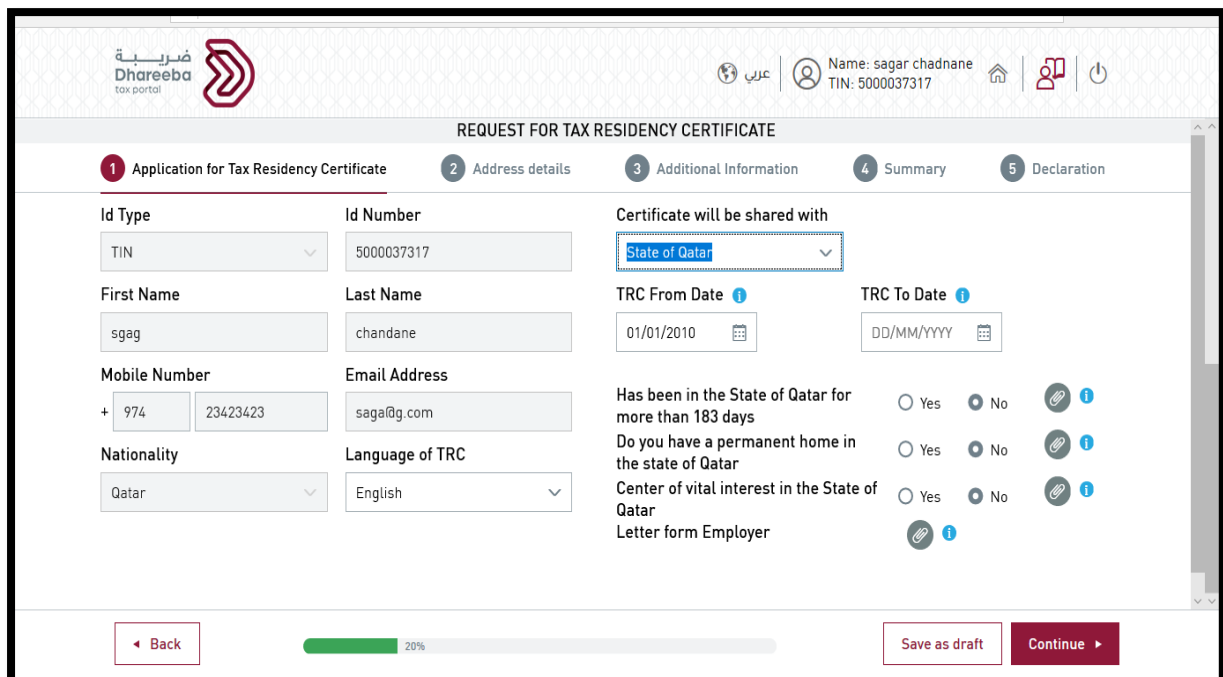
Taxpayer should select 'Certificate will be shared with' from the drop-down list available. If "Others" is selected – then Taxpayer needs to enter the "Details of Recipient".

Taxpayer can select 'TRC from date' and 'TRC To Date' from the calendar.

Taxpayer should select the below fields radio button either Yes or No and attached the documents accordingly:

- Has been in the state of Qatar for more than 183 days
- Do you have a permanent home in State of Qatar?
- Center of vital interest in State of Qatar

Taxpayer needs to attach the 'Letter from Employer' document.



Back, Save as Draft and Continue buttons are available on screen.

Back – on clicking Back button, system will navigate to the previous screen.

Save as Draft – Form should be saved, and Reference Number will be generating on clicking 'Save as Draft' button.

Wherever the Taxpayer selects 'Yes' for the following questions, the taxpayer should attach:

- Has been in the state of Qatar for more than 183 days? - please attach QID / Passport / letter from MOI containing the entry to State – exit during the period requested for the certificate
- Do you have a permanent home in the state of Qatar? - please attach Contract of lease of home in Qatar / or another document from the employer that the residence is in his charge (employer) / Kahrama invoice.
- Centre of vital interest in the state of Qatar? – please attach as example proof of children's registration in school
- Letter from employer – please attach letter from employer

Continue – System will navigate to the Next screen.

After entering the required details, Taxpayer should click Continue button and he will be navigated to 'Address Details'.

## **Step 2: Tax Residency Certificate application submission by Taxpayer (Legal Entity)**

Request for Tax Residency Certificate

After clicking on 'Start Now' button, Taxpayer will be navigated to "Application for Tax Residency Certificate" screen.

All the greyed field should be pre-populated on screen.

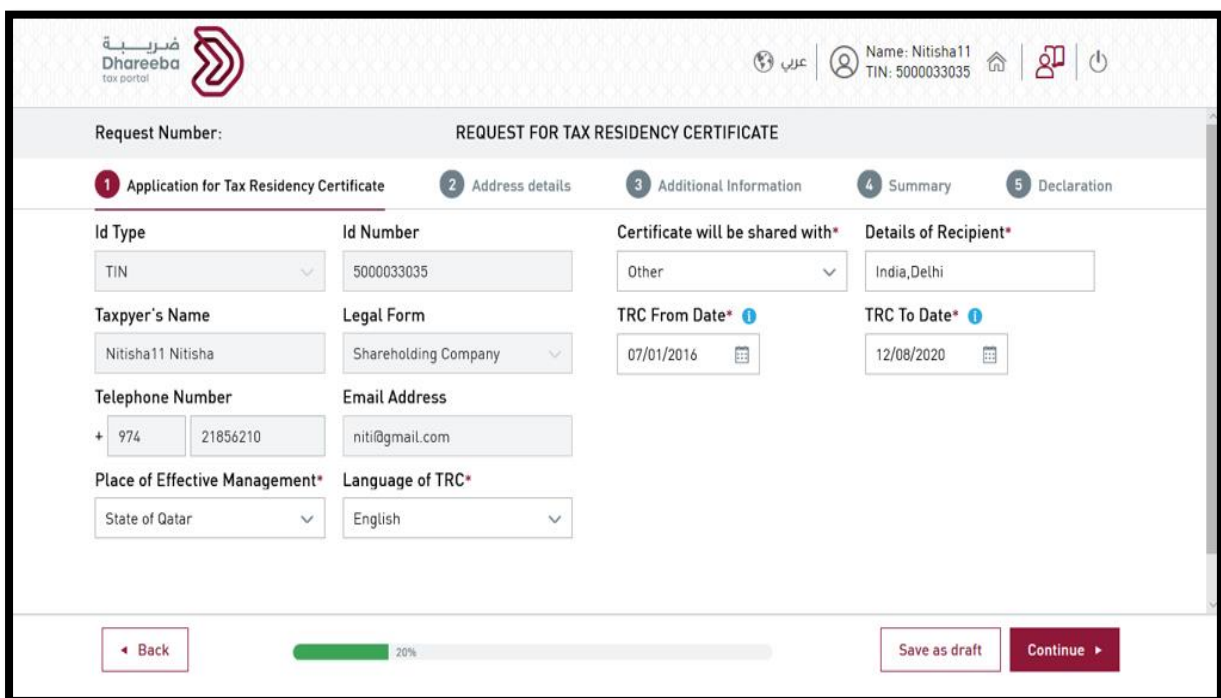
Taxpayer should select the 'Place of Effective Management' from the drop-down list.

Taxpayer need to select the 'language of TRC' from the drop-down option: English or Arabic.

Taxpayer should select 'Certificate will be shared with' from the drop-down list available. If "Others" is selected – then Taxpayer needs to enter the "Details of Recipient".

Taxpayer can select 'TRC from date' and 'TRC To Date' from the calendar.

After entering the required details, Taxpayer should click Continue button and he will be navigated to 'Address Details'.



**Request Number:** REQUEST FOR TAX RESIDENCY CERTIFICATE

**Progress:** 1 Application for Tax Residency Certificate | 2 Address details | 3 Additional Information | 4 Summary | 5 Declaration

**Id Type:** TIN | **Id Number:** 5000033035 | **Certificate will be shared with\*:** Other | **Details of Recipient\*:** India, Delhi

**Taxpayer's Name:** Nitisha11 Nitisha | **Legal Form:** Shareholding Company | **TRC From Date\*:** 07/01/2016 | **TRC To Date\*:** 12/08/2020

**Telephone Number:** +974 21856210 | **Email Address:** niti@gmail.com

**Place of Effective Management\*:** State of Qatar | **Language of TRC\*:** English

**Navigation:** Back | Save as draft | Continue

Below message will be displayed if 'Place of Effective Management' is other than 'State of Qatar'.



Request Number: REQUEST FOR TAX RESIDENCY CERTIFICATE

1 Application for Tax Residency Certificate 2 Address details 3 Additional Information 4 Summary 5 Declaration

Id Type TIN Id Number Certificate will be shared with\*

Taxpayer's Name Nitisha11 Nitisha Date\*

Telephone Number + 974 21856210

Place of Effective Management\* Kingdom of Netherlands Language of TRC\* English

Back 20% Save as draft Continue

Error

"You are not eligible for Tax Residency Certificate. To be eligible - the place of effective management must be in State of Qatar"

OK

### Step 3: Address Details

Request for Tax Residency Certificate

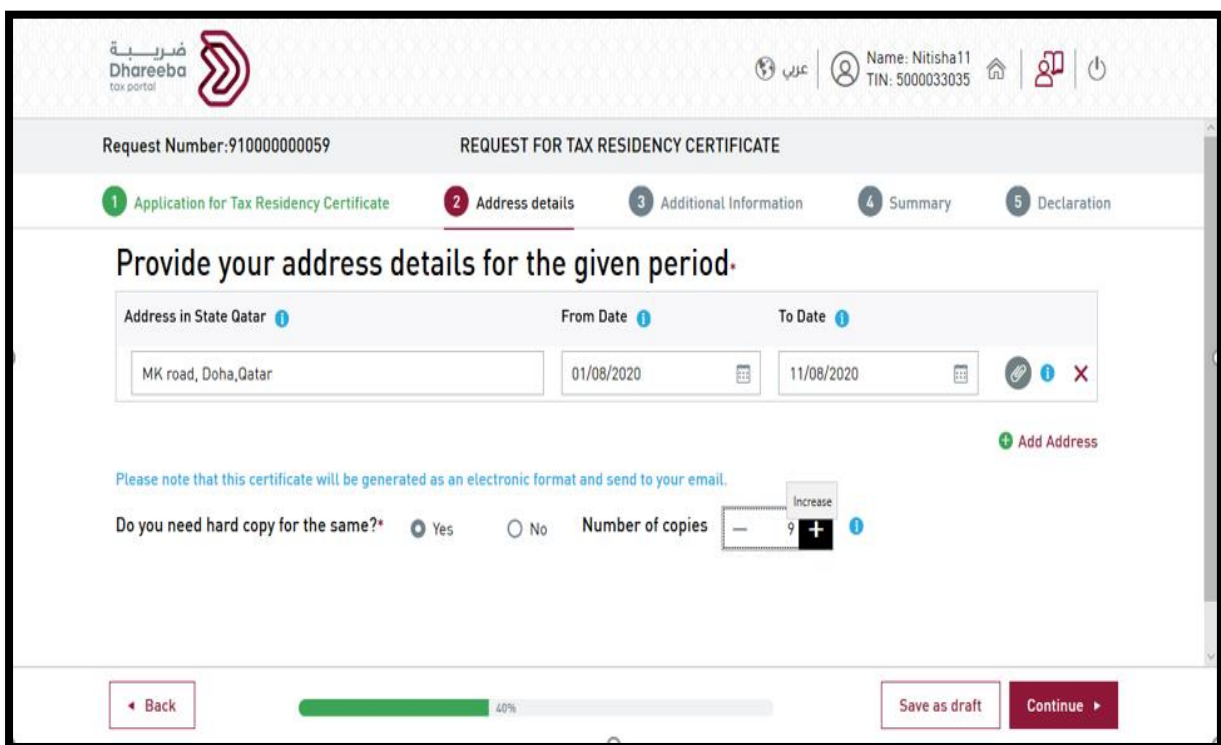
The Taxpayer will be navigated to “Address Details” screen. Taxpayer should enter ‘Address is State Qatar’, ‘From Date’ and ‘To Date’ details and attach document.

By clicking ‘Add Address’ button, Taxpayer can add multiple address details.

Taxpayer should select radio button Yes or No for ‘Do you need hard copy for the same?’

If Yes, then Taxpayer needs to add the ‘Number of copies’ by using (+) button or reduce the number by clicking on (-) button.

After entering the required details, Taxpayer should click Continue button and he will be navigated to ‘Payment’.



The screenshot shows the 'Address Details' step (Step 2) of a 'REQUEST FOR TAX RESIDENCY CERTIFICATE' process on the Dhareeba tax portal. The user's name is Nitisha11 and their TIN is 5000033035. The request number is 910000000059. The progress bar indicates 40% completion. The form fields include:
 

- Address in State Qatar:** MK road, Doha, Qatar
- From Date:** 01/08/2020
- To Date:** 11/08/2020
- Do you need hard copy for the same?\***: Radio buttons for Yes (selected) and No.
- Number of copies:** A numeric input field with a value of 9, and buttons for 'Increase' (+) and 'Decrease' (-).

 At the bottom, there are buttons for 'Back', 'Save as draft', and 'Continue'. A note states: 'Please note that this certificate will be generated as an electronic format and send to your email.'


For Proof of Address: please attach contract of lease of home in Qatar / or another document from the employer that the residence is in his charge (employer) / Kahrama invoices.

#### Step 4: Payment


The Tax Residency Certificate Fee needs to be paid, by clicking on Pay button which will display on screen.




Request for Tax Residency Certificate

The status of Application will be shown to taxpayer as “PENDING” till the time payment is made. Taxpayer should click on Pay button.



عربي


Name: sagar chadnane  
TIN: 5000037317

REQUEST FOR TAX RESIDENCY CERTIFICATE

1 Application for Tax Residency Certificate
2 Address details
3 **Payment**
4 Additional Information
5 Summary
6

Payment Details

Fee Type	Contract Currency	Fee Amount(QAR)	Payment Status
Tax Residency Certificate Fee	QAR	80.00	Pending

Pay

Back

40%

Save as draft

Continue

Taxpayer should select a Payment option and proceed.

- Select a payment method



Debit Card/Credit Card

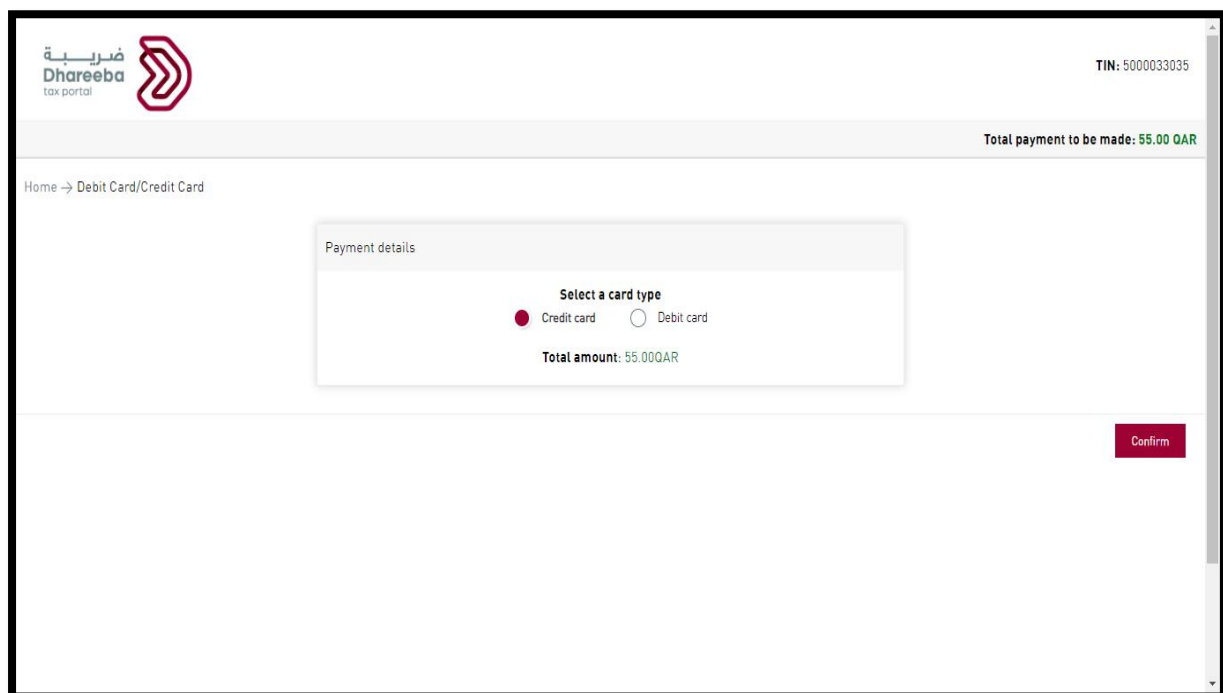


Direct Payment



Bank Transfer

In the example, Taxpayer makes payment by using Credit card and clicks on Confirm button.



The screenshot shows the Dhareeba tax portal interface. At the top left is the logo with the text "ضريبة Dhareeba tax portal". At the top right is the TIN: 5000033035. Below the header, a green bar indicates "Total payment to be made: 55.00 QAR". The main content area shows a breadcrumb "Home → Debit Card/Credit Card". A "Payment details" box contains the "Select a card type" section with two radio buttons: "Credit card" (selected) and "Debit card". Below this, it shows "Total amount: 55.00QAR". A red "Confirm" button is located at the bottom right of the form.

Taxpayer should add Billing Information.

Request for Tax Residency Certificate

**ضريبة**  
Dhareeba  
tax portal

TIN: 5000033035

Total payment to be made: **55.00 QAR**

Home → Debit Card/Credit Card

**Billing Information**

\* Required field

First Name \*

Last Name \*

Company Name

Address Line 1 \*

City \*

Country/Region \*

State/Province

**Your Order**

Total amount  
55.00 QAR

Taxpayer should add card details and click on Pay button.

**ضريبة**  
Dhareeba  
tax portal

TIN: 5000033035

Total payment to be made: **55.00 QAR**

Home → Debit Card/Credit Card


**You have one or more errors in your payment details. Please fix to continue.**

Card Type \*

☒ VISA Visa ☐ Mastercard Mastercard

Card Number \*

Expiration Date \*

CVN \*  

This code is a three or four digit number printed on the back or front of credit cards.

**Your Order**

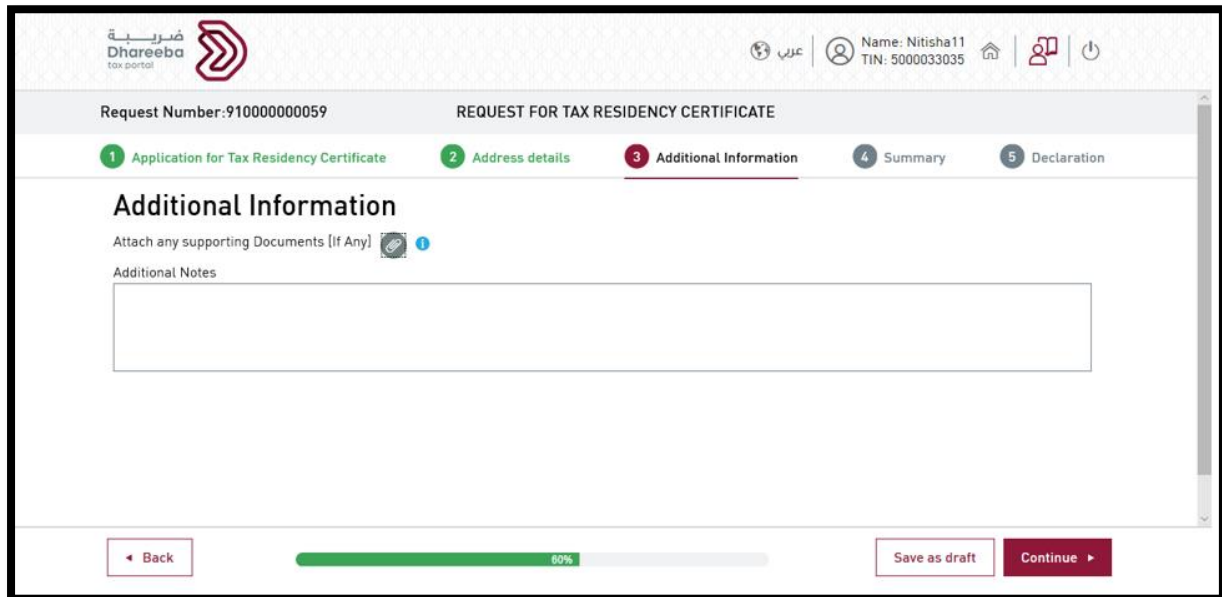
Total amount  
55.00 QAR

After amount is paid, the Payment Status will display “Successful” the continue button is available. Pay button is now disabled.



NOTE: If during review, GTA has requested for additional information from the Taxpayer, then adding Additional Notes by Taxpayer becomes mandatory.

Clicking on Continue will take taxpayer to Summary Screen.



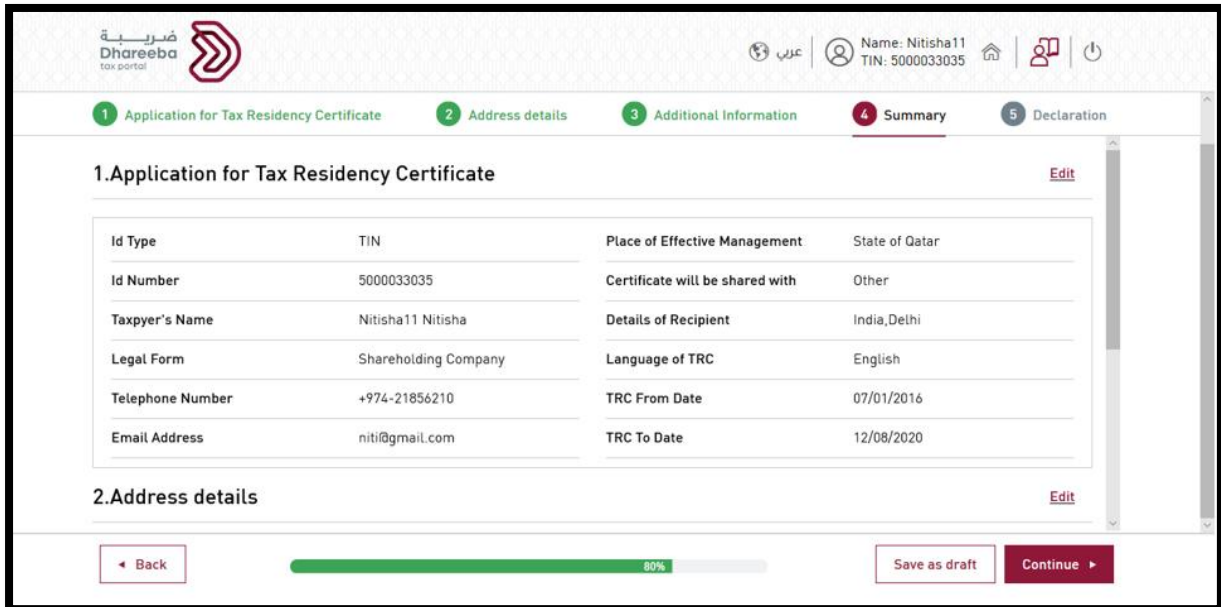
The screenshot displays the 'Additional Information' step of a 'REQUEST FOR TAX RESIDENCY CERTIFICATE' process. The interface includes a header with the 'Dhareeba tax portal' logo, user information (Name: Nitisha11, TIN: 5000033035), and a progress bar indicating 60% completion. The main content area has a title 'Additional Information' and a sub-header 'Attach any supporting Documents [If Any]'. Below this is a large text box labeled 'Additional Notes'. At the bottom, there are buttons for 'Back', 'Save as draft', and 'Continue'.

## Step 6: Summary

Request for Tax Residency Certificate

After clicking on "Continue" button, the Taxpayer will be navigated to "Summary" screen where Taxpayer will be able to view details for each section. The Taxpayer can check all the details and click on Edit button if he needs to update any information.

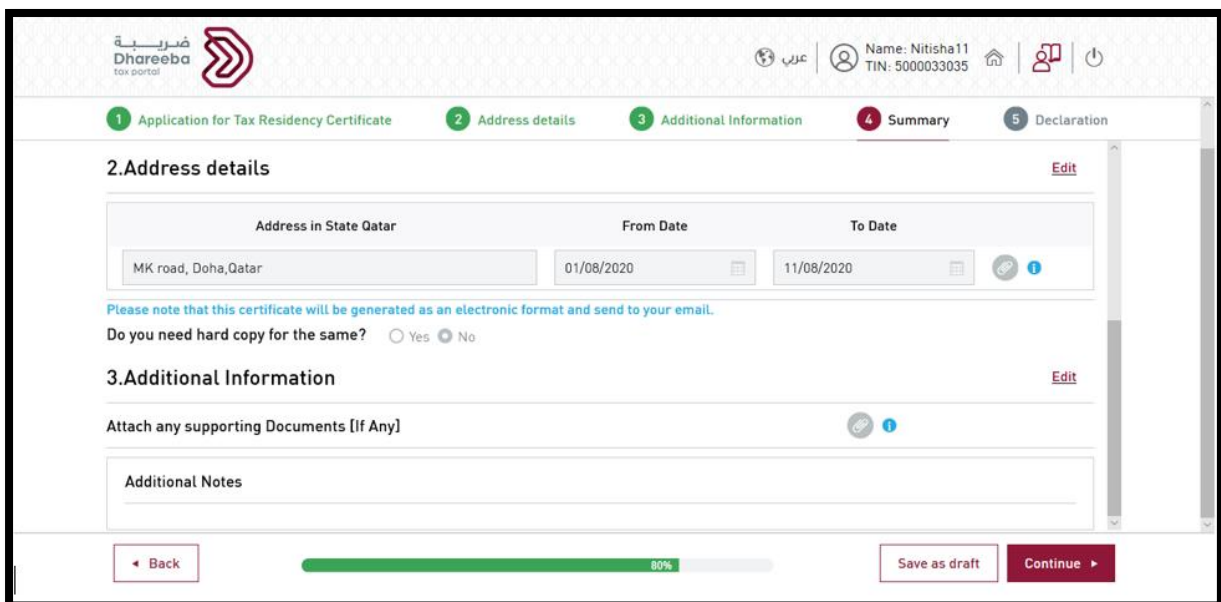
After verifying details, Taxpayer should click on the 'Continue' button.



1.Application for Tax Residency Certificate			
<b>Id Type</b>	TIN	<b>Place of Effective Management</b>	State of Qatar
<b>Id Number</b>	5000033035	<b>Certificate will be shared with</b>	Other
<b>Taxpayer's Name</b>	Nitisha11 Nitisha	<b>Details of Recipient</b>	India, Delhi
<b>Legal Form</b>	Shareholding Company	<b>Language of TRC</b>	English
<b>Telephone Number</b>	+974-21856210	<b>TRC From Date</b>	07/01/2016
<b>Email Address</b>	niti@gmail.com	<b>TRC To Date</b>	12/08/2020

2.Address details

Back | 80% | Save as draft | Continue



2.Address details

Address in State Qatar: MK road, Doha, Qatar

From Date: 01/08/2020

To Date: 11/08/2020

Please note that this certificate will be generated as an electronic format and send to your email.

Do you need hard copy for the same? ☐ Yes ☒ No

3.Additional Information

Attach any supporting Documents [If Any]

Additional Notes

Back | 80% | Save as draft | Continue

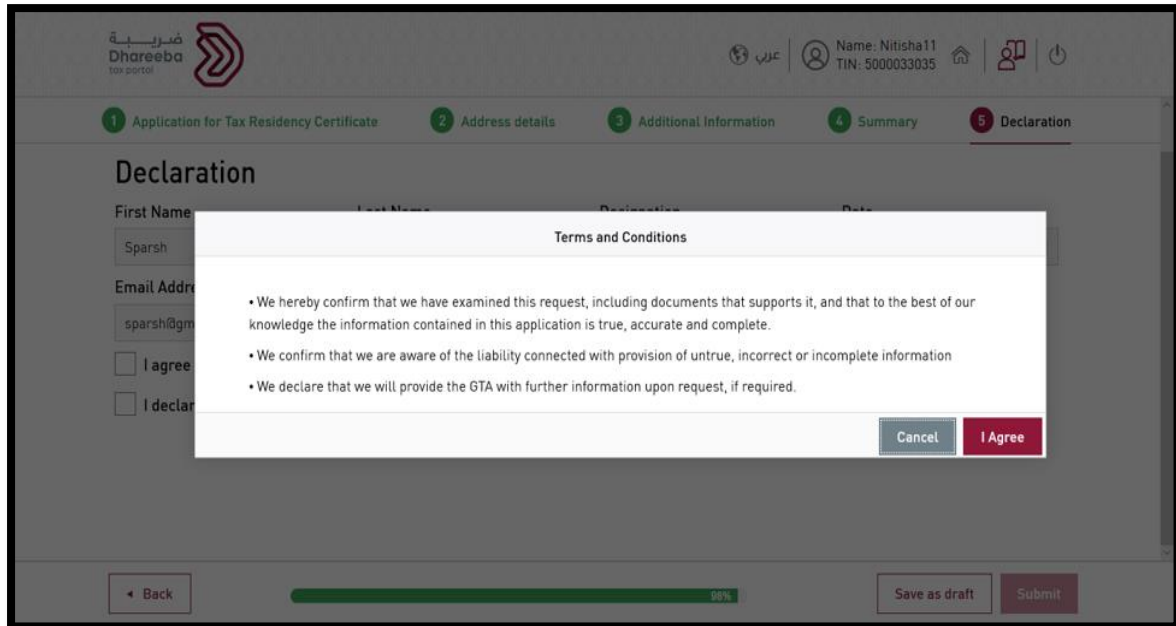
## Step 7: Declaration

Request for Tax Residency Certificate



After clicking on "Continue" button, the Taxpayer will be navigated to "Declaration" screen where the details in all the fields will be pre-populated from Taxpayers National Authentication Section details.

Taxpayer should click on the 'Terms and Conditions' hyperlink and then click on 'I Agree' button.



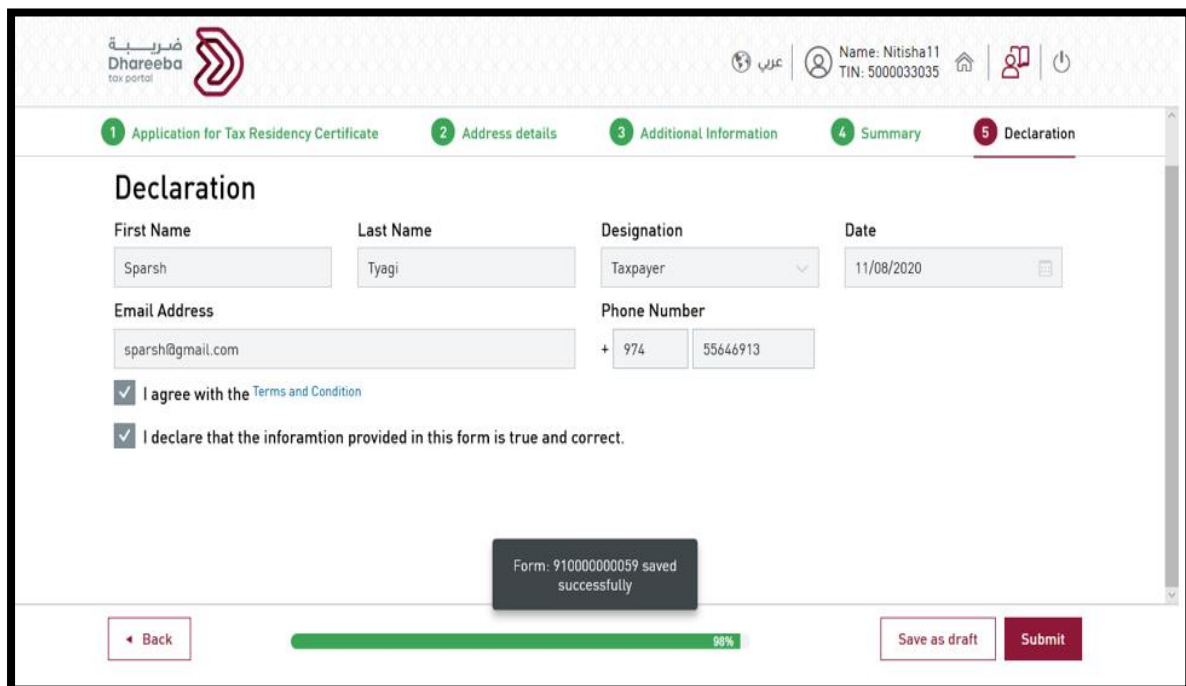
The screenshot shows the 'Declaration' screen in the Dhareeba tax portal. A modal window titled 'Terms and Conditions' is open, displaying the following text:

- We hereby confirm that we have examined this request, including documents that supports it, and that to the best of our knowledge the information contained in this application is true, accurate and complete.
- We confirm that we are aware of the liability connected with provision of untrue, incorrect or incomplete information
- We declare that we will provide the GTA with further information upon request, if required.

Below the text are two buttons: 'Cancel' and 'I Agree'. The background form shows fields for First Name (Sparsh), Last Name (Tyagi), Designation (Taxpayer), Date (11/08/2020), Email Address (sparsh@gmail.com), and Phone Number (+974 55646913). There are checkboxes for 'I agree' and 'I declare'. At the bottom, there is a 'Back' button, a progress bar at 98%, and 'Save as draft' and 'Submit' buttons.

Submit button will get enable after selecting 'Terms and Condition' and Declaration check box. Taxpayer can click on save as draft button, to save the form.

Taxpayer should tick the declaration checkbox and click on the 'Submit' button.

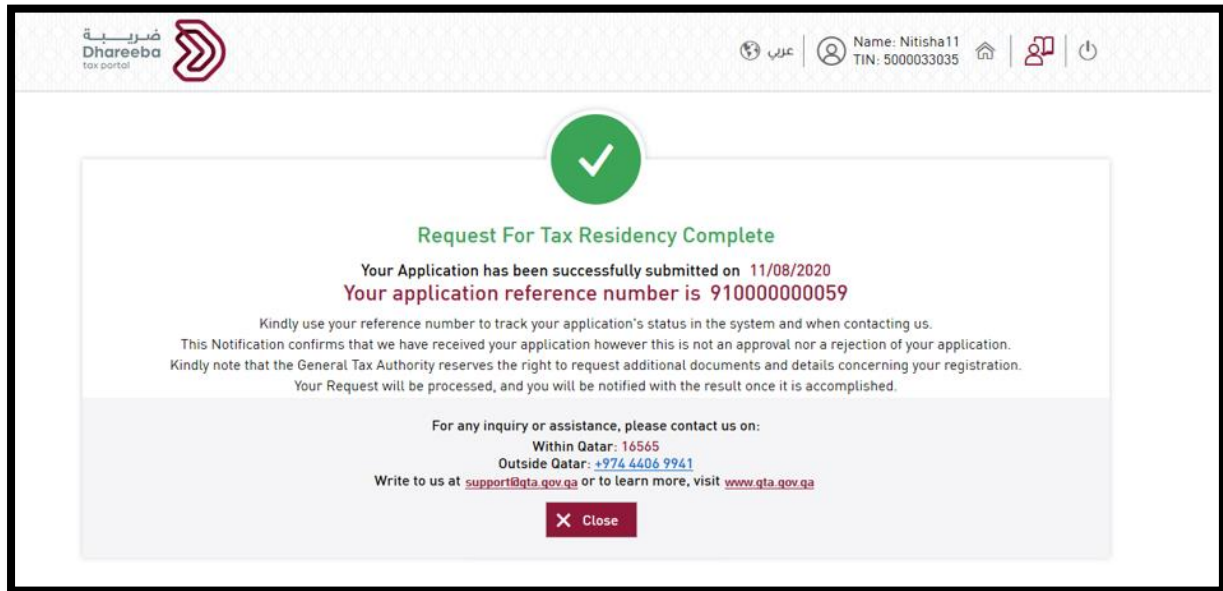


The screenshot shows the 'Declaration' screen after the 'Terms and Conditions' modal has been closed. The 'I agree with the Terms and Condition' checkbox is now checked. The 'I declare that the information provided in this form is true and correct.' checkbox is also checked. A message box at the bottom center states: 'Form: 910000000059 saved successfully'. The 'Submit' button is now enabled. The background form fields remain the same as in the previous screenshot.

## Step 8: Acknowledgment

Request for Tax Residency Certificate

After clicking on "Submit" button, Taxpayer will be navigated to "Acknowledgement" screen where the application reference number is displayed.



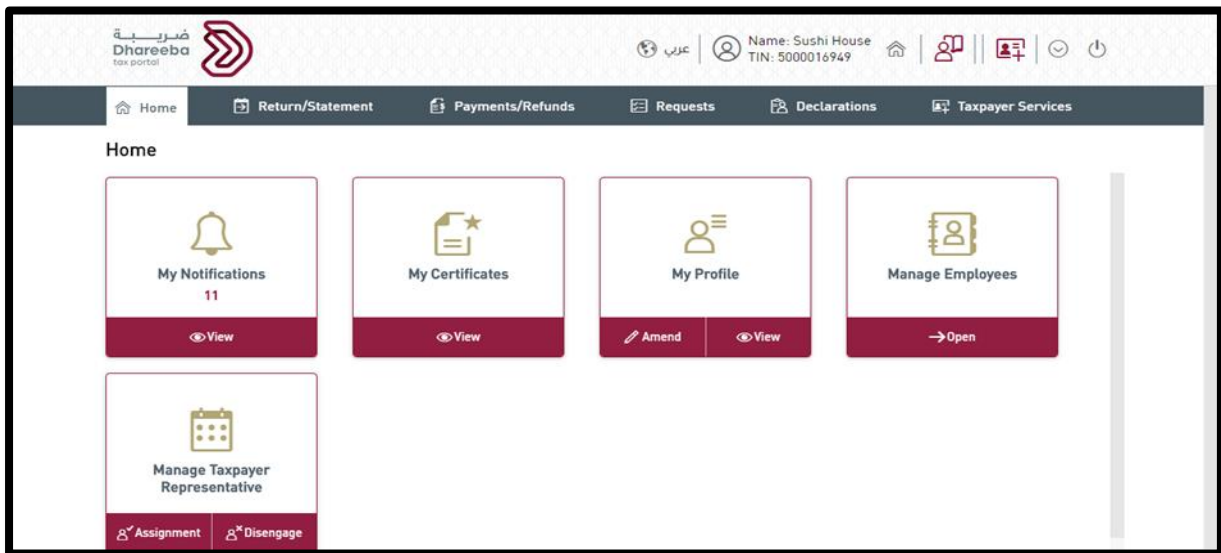
After submission of the Tax Residency Certificate, GTA will review the application and can Approve or Reject or request for additional information from the Taxpayer.

If GTA requests for additional information, Taxpayer can amend details and then can submit the application back to GTA for approval.

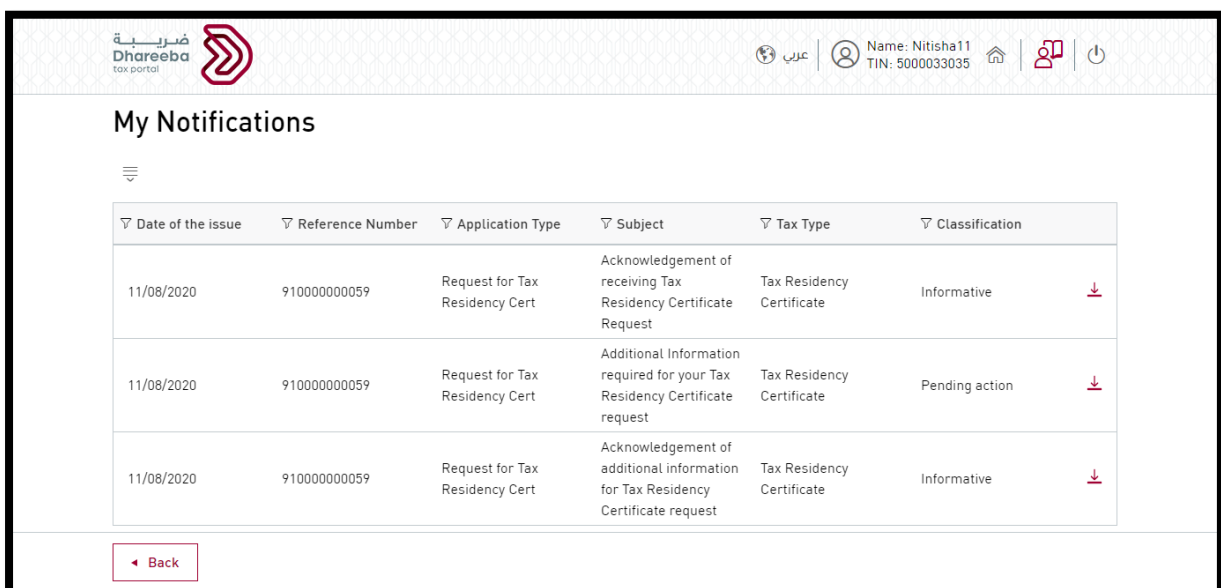
## 5 Annexure - Correspondence received by Taxpayer

### 5.1 Steps how Taxpayer can open and view notifications on the portal

A Taxpayer should log in to Taxpayer Portal and select 'My Notifications' tab from the Home screen to view the notifications.



The Taxpayer should check and can download the Acknowledgement of receiving Tax Residency Certificate Request, or Additional Information request and Acknowledgement of receipt of Additional Information.



## 5.2 Notifications - SMS on Mobile, Email on Email ID and PDF on Dashboard

The Taxpayer will receive the following notifications:

SMS, Email and PDF on submission of Tax Residency Certificate:

SMS, Email and PDF after Additional Infor submission:

SMS, Email and PDF after Approval of Tax Residency Certificate:

SMS, Email and PDF after Rejection of Tax Residency Certificate:

End of Document